

LIVE UNITED



Brookings Area United Way Administrative Assistant

Mission Statement: Uniting people, sharing resources, inspiring hope and enriching lives for a stronger Brookings County.

Position Title: Administrative Assistant

Reports To: Executive Director

Summary of Position: This position will focus on providing administration for all BAUW programs, community impact areas and initiatives set forth by the BAUW Board of Directors and emerging community needs. Assist in all aspects for internal programming, manage daily office processes and procedures, assist with funded partner administration, information request and provide administrative assistance in resource development.

Essential Duties & Responsibilities:

- *Responsible for the process and upkeep of partner agency support, community research and collaboration development
- *Assist in management of internal BAUW programs.
- *Maintains all monthly/annual program databases and reports, i.e. donation tracker
- *Conduct all day to day operations for office
- *Identifies and coordinates volunteer projects for United Way
- *Participates in community relations among BAUW volunteers, human service providers, business leaders and the community. May attend community functions as a BAUW representative.
- *Research, develops, and assists in the production of promotional, program and fundraising events
- *Performs related duties as required but not articulated.

Qualifications & Skills:

- *Bachelor's degree in nonprofit management, social sciences, human service, business, education or related field is required
- *Proficient in Microsoft office, email systems and web research
- *Quality customer service, time management, organizational, leadership and team skills
- *Ability to work in a fast-paced office setting, work independently and meet deadlines
- *Ability to work with others in a caring, honest, responsible and respectful way
- *Ability to keep highly sensitive personal and financial information in confidence
- *Strong oral and written communication skills, public speaking skills preferred
- *Background and training in Donation Tracker & e-C Impact preferred

Please submit **resume, cover letter, & three references** to
uw@brookingsunitedway.org by **March 31st**