



**United Way
of Amarillo & Canyon**

POSITION DESCRIPTION

Title:	Administrative Assistant	Grade:	
FLSA:	Non-Exempt	Salary:	TBD
Segment:	Resource Development	Location:	Amarillo TX
Category:	Full-Time	Reports to:	Resource Development Director
Shift:	Shifts vary, some overtime may be required		

Summary

The Administrative Assistant for the resource development department is responsible for the overall administrative support of United Way staff and volunteers. The position reports directly to the Resource Development Director but will split time with the Major Gifts Officer. The most qualified candidate will be responsible for the accuracy and organization of donor & volunteer information, assisting with events, assisting the Major Gifts Officer in administrative duties.

Essential Duties

General

- Provide administrative support to resource development department as well as United Way volunteers
- Provide minor administrative support to executive director as needed
- Create Word and Excel documents as needed
- Ensure that all necessary volunteers and committees have up to date calendars
- Set up meeting rooms according to meeting type; print and distribute meeting materials
- Schedule meetings for United Way staff with donors, volunteers, and committees
- Maintain organized calendars for the resource development department using Microsoft Outlook
- Consistently represent the United Way and its mission in a positive manner
- Maintain accurate donor information in United Way database including all communications, donor inquiries and follow up information
- Help prepare materials for campaign rallies, meetings, and events
- File and maintain organized records in hard copy as well as digitally
- Schedule United Way campaign rallies and speaking engagements as needed
- Write and mail thank you cards to donors and volunteers
- Ensure accuracy of pledge information and that pledges are logged and delivered to appropriate staff
- Other duties as assigned.

SUPERVISORY RESPONSIBILITY

Not applicable

ENVIRONMENTAL AND PHYSICAL REQUIREMENT

The environment for this position is an open office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to 25 pounds), seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, and reaching.

The incumbent for this position may operate any or all of the following: telephone, cellular telephone, copy and fax machines, adding machine (calculator), computer terminal and related printers.

The incumbent in this position must be able to accommodate reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, and multiple concurrent tasks.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent
- Proficient in Microsoft Office
- Experience working in databases
- Competent in review and proofing of written materials for accuracy
- Good communication skills, both verbal and written
- Strong organizational skills
- Ability to handle confidential information and management of a variety of responsibilities
- Excellent customer service skills and computer skills required

****The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties, and skills required of personnel so classified.****
