Job Description

Position Title: Administrative Assistant
Type: Full-Time, Non-Exempt
Pay Scale: $28,000 - $35,000
Reports to: Director of Childhood Success

United Way of Southwest Virginia is an equal employment opportunity employer. Qualified applicants will be considered for vacancies without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions including lactation, age, or status as a veteran or other category protected under applicable state or municipal law. United Way of Southwest Virginia will reasonably accommodate the disabilities of qualified applicants to permit them to perform the essential functions of the subject position.

Purpose of the Position:
The primary purpose of this position is to provide administrative support to Childhood Success programs and initiatives. The assistant will complete administrative tasks crucial to the efficient and effective operation of programs and initiatives.

Areas of Responsibility:
- Support the Director of Childhood Success including scheduling and communications
- Accurately and efficiently enter data through a variety of software and internet portals (including Microsoft Excel & Google Sheets)
- Maintain files, create and send letters, memos, emails or other documents
- Assist in planning events
- Assist in the preparation of, and occasionally prepare, grant financial reports
- Book travel arrangements
- Complete and submit purchase distribution forms
- Enter information from purchase distribution forms into budget tracking sheets for grants
- Ensure purchase distribution reports are copied and filed in correct grant notebooks in a timely manner
- Track credit card purchases
- Prepare, proofread, and edit correspondence, reports and other materials for errors, punctuation, and format accuracy
- Along with all staff, assist in providing support and coordination of activities for United Way events and other special projects
- Performs other project and duties as requested/assigned
**Job Relationships:**
The Administrative Assistant reports to Director of Childhood Success. The Administrative Assistant must maintain an ongoing working relationship with all staff of United Way. The Administrative Assistant should maintain effective working relationships with volunteers and strategic program partners.

<table>
<thead>
<tr>
<th>Values</th>
<th>Core Competencies</th>
<th>Functional Competencies</th>
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<tbody>
<tr>
<td>Credibility</td>
<td>Mission-Focused</td>
<td>Personal</td>
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<tr>
<td>Trustworthy</td>
<td>Relationship-Oriented</td>
<td>Collaboration Skills</td>
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<tr>
<td>Innovative</td>
<td>Detail-Oriented</td>
<td>Proactive</td>
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<td>Approachable</td>
<td>Results-Driven</td>
<td>Interpersonal/Communication Skill</td>
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<td>Caring, Inspiring, &amp; Dynamic</td>
<td>Brand-Steward</td>
<td>Computer/Technical Skills</td>
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**Requirements of the Position:**
To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge and Skills:**
- Strong commitment to maintaining integrity and confidentiality of all organizational information
- Strong organization, time management, accuracy, and productivity/prioritization skills
- Excellent critical thinking, analytical skills and judgment required
- Self-starter and detail oriented
- Good team player, energetic and positive attitude required
- High level of trust, integrity and ethics
- Advanced understanding and experience in a variety of computer applications, including use of the internet and Microsoft Office products
- Ability to work in a fast-paced environment
- Ability to work with ambiguity and under tight schedules
- Multi-tasking, initiative, ability to work independently and aptitude for logistics are a must
- Excellent verbal and written communication skills including grammar and proof-reading
- Working knowledge of office equipment (computers, printers, copiers, conference phones)

**Educational and/or Experience** - High School diploma or GED required. Three years of administrative and/or early childhood experience required. Two- or four-year college degree preferred.

**Work-Environment and Travel** – This position will be office-based in Abingdon, Virginia. Applicants must be available to attend early morning, evening, and/or weekend meetings on a periodic basis, and should be able to travel independently throughout Southwest Virginia.

**Language Skills** – Strong and appropriate written & verbal communication skills. Ability to spontaneously respond effectively to both internal and external stakeholders.
**Mathematical Skills** - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Certificates, Licenses, Registrations** - Valid driver's license and automobile insurance.

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Additional Information** - This job also requires the following skills: Strategic thinking, problem solving, professional demeanor, customer service, and people skills.

**Signatures**

This job description has been approved by the President and Chief Executive Officer:

___________________________________________ Date_____________

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee__________________________________ Date_____________