

Job Opening

Please send resumes to:
Northwest Arkansas Community Foundation
Care Foundation, Inc.
800 Founders Park Drive
Springdale, Arkansas 72762
Phone: 479.361.4624
Email: terri@nwacf.org

Position: Administrative Assistant
Reports to (position): Executive Director
Supervisor's Name: Suzanne Ward
Status: Regular exempt employee
Start Date: April 1, 2008

The mission of Care Foundation is to enrich the quality of life in northwest Arkansas by maximizing and effectively using our assets.

Care Foundation, Inc. (CF) was founded in 1998 with funds from the sale of Northwest Health System, including Northwest Medical Center in Springdale and Bates Medical Center in Bentonville, Arkansas. CF makes grants through a Request for Proposals process, and the areas of interest selected by the board are: Capacity Building for Nonprofit Agencies, Education, Health, and Immigration. At the end of 2007, Care Foundation had made more than \$35,000,000 in contributions to northwest Arkansas nonprofit organizations.

Care Foundation is a Type III Supporting Organization to the Northwest Arkansas Community Foundation (NWACF) and all staff have responsibilities in both organizations.

The mission of Northwest Arkansas community Foundation is to connect donors to their charitable passions.

NWACF helps donors fulfill their charitable goals by providing information on important local charitable issues and by matching these donors with the nonprofit organizations that best address their interests. The Foundation began operations in 1998 and ended 2007 with \$16.3 million in assets under management in 90 funds. The community foundation and our donors made more than \$1,925,000 in grants to a variety of nonprofits in 2007 and have made more than \$8.2 million in cumulative grants since our founding.

Position Description:

The administrative assistant will be responsible for facilitating internal and external communications, provide administrative support for five professionals, and assist with internal office functions.

Key Responsibilities:

The essential job functions of the administrative assistant are:

- Meeting/Event Coordination:
 - Communications with caterer
 - Develop/maintain relationships with good vendors

- Ensure timely & appropriate ordering, delivery, set up, serving, clean-up
 - Anticipate, determine, and coordinate meeting/event needs with respective professionals and/or guests.
 - Anticipate and coordinate materials needed for meeting
 - Set up, and if necessary, operate equipment
 - Determine and, if necessary, set up table and room configurations
- Coordination of all office maintenance:
 - Track, order, and stock office supplies
 - Coordinate office housekeeping & other maintenance
 - Track, order, coordinate, follow-up, etc. for all cleaning, maintenance, repairs, etc.
 - Schedule routine and non-routine maintenance of equipment and facilities (telephone, copier, computers, fax machine, heating cooling, lawn,
 - Oversee daily overall orderliness of kitchen/office
 - Water office plants
 - Establish/nurture relationships with good vendors
 - Equipment
 - Track, research, recommend office equipment & hardware
- Technical
 - Database
 - Enter data on grants and donations
 - Update data through annual routine maintenance
 - Ensure quality control
 - Generate reports
 - Generate appropriate correspondence
 - Website
 - Conduct routine checks on operation of two websites
 - Provide updated content for both websites to webmaster
- Administrative Support:
 - Support six professionals
 - Maintain conference room schedule
 - Help coordinate multiple major projects at same time
 - Coordinate calendars among group (individual professionals maintain their own calendars)
 - Coordinate and provide support for Board & Committee meetings (two boards of directors):
 - Coordinate/find dates for meetings
 - Prepare and disseminate meeting notices and track RSVP's
 - Prepare meeting materials
 - Take minutes during meeting and write minutes for approval.
 - Maintain board contact lists

- Prepare travel arrangements for board and/or professionals (for select trips)
 - Provide general correspondence
 - Coordinate mailings
 - Sort/distribute mail and general email
 - Handle receipt of donations (including timely creation of deposit slips)
 - Maintain office archives
- Organizational Awareness
 - Must understand the organization's mission, strategies, strengths and weaknesses.
 - Must understand the impact his/her job and the Foundation plays in the community.

While working in a small office environment, there will be times when other duties may be required of the administrative assistant.

Position Standards:

Education: A bachelor's degree is preferred

Experience:

At least five years experience in assisting executive level professionals and at least three years experience in detailed event planning is required. Previous experience with nonprofit organizations a plus.

Learning Period: Minimum of one year

Work Schedule:

- Generally 8am – 5pm, Monday – Friday
- Exceptions: The Administrative Assistant will be required to attend after hours events/meeting approximately once per month on average. The Assistant's tasks will be prioritized and he/she will be flexible with his/her hours for that week. (e.g. The Administrative Assistant and Executive Director will decide how to best adjust schedule. In unusual circumstances, prior approval for overtime will be considered.)