



United Way of
Central Washington

Job Title: Executive Assistant
Reports to: Executive Director
Location: Yakima, Washington
FLSA: Part-time, non-exempt - Hourly: \$18-\$20 per hr.

PURPOSE:

Under the direction of the Executive Director, manages the daily office administrative tasks such as, answering the phones, data processing, filing, mailings, and other duties as assigned.

Essential Functions:

- Manage the front desk, including but not limited to answering and routing incoming phone calls and greeting visitors.
- Schedule and manage meetings for the board of directors and sub-committees.
- Schedule and manage task assignments for board and sub-committee members.
- Coordinates Board and select Committee meetings through preparation and distribution of meeting materials, management of attendance, and coordination of meeting location, equipment, and materials. Attends meetings: records and prepares and distributes minutes. Conducts post-meeting surveys as needed.
- Prepares rooms/meeting spaces and orders food/beverages as requested.
- Prepares internal and external documents as needed, including memos, letters, and reports.
- Order and maintain adequate levels of all basic office supplies. Assist with special supply ordering as needed, including toner for office printers.
- Responsible for accurate filing and processing of campaign data.
- Prepares bank deposits
- Performs daily data entry of the database, including campaign pledges and cash receipts, billing information, and transaction posting.
- Assists in other areas as needed.

Education/Experience Required:

- High School with 1-year administrative experience or related experience.
- Prior experience working with not for profits organizations a plus.

Skills/Knowledge Required:

- Demonstrated proficiency in software including Word, and Excel. Also willing to learn new software.
- Excellent verbal, writing, and computer skills.
- Ability to interact effectively with individuals and groups.
- Must be flexible and demonstrate the ability to multitask.
- Ability to work in a team-oriented environment and interface with people on a daily basis.
- Dependable and reliable to meet deadlines.

Physical Requirements:

- Normal office conditions.



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- Employee may occasionally lift and/or move up to 40 pounds.

Core Values:

- demonstrate integrity by being accountable for actions, keeping commitments, and speaking honestly and truthfully with others
- demonstrate enthusiasm for professional development acquiring new skills and knowledge to enhance the role.
- demonstrate a commitment to individual and team-based assignments
- demonstrate quality assurance by producing accurate and thorough work
- demonstrate interpersonal skills in dealing with others
- demonstrate valuing the diversity of others' opinions and experiences
- demonstrate sound reasoning and good common sense
- demonstrate the ability to meet and exceed customer expectations
- demonstrate active participation in departmental, team, and full-staff meetings