

JOB DESCRIPTION
COMMUNITY FOUNDATION *for* MUSKEGON COUNTY

ADMINISTRATIVE ASSISTANT – GRANT & SCHOLARSHIP PROGRAMS

POSITION SUMMARY:

This position provides administrative support for the Vice-President, Grant Programs and other Foundation staff in the grants and scholarship department. Duties include extensive use of the computerized grant management, scholarship and finance systems. Considerable time is spent processing grant entries, tracking grant status and related correspondence, transaction follow-ups, data management and report production. The Administrative Assistant provides meeting support including scheduling, set-up, preparation, reminder contacts, correspondence, and other follow-up. The Assistant also provides back-up coverage as needed for the office receptionist and automated phone system. Other Foundation related tasks may be assigned as organization workload demands.

POSITION HIGHLIGHTS

The Administrative Assistant receives assignments directly from the Vice-President for Grant Programs, Program Officers and other senior management staff. The Administrative Assistant is expected to be able to work independently with minimal direct supervision. This position may occasionally be assigned responsibility for special activities or components of projects requiring independent thinking and an ability to manage more complex tasks. This is an entry-level position in a results and success oriented professional office environment. The position can lead to further career and growth opportunities in the Foundation field based on demonstrated ability to function at a higher professional level.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Demonstrated computer skills, with a good working knowledge of the Microsoft Office software package including Word, Excel, Outlook and Power Point. Knowledge of Microsoft Access is helpful but not an entry requirement. The ability to manipulate data base information in an electronic data environment including document merge is a critical skill.
- Effective interpersonal skills including an ability to represent the Community Foundation both in the community and in a professional office environment. The position has regular contact with members of the Board of Trustees, grantees, Foundation donors, grant making committees and the general public.
- Ability to make efficient, productive and self-directed use of time
- Ability to take initiative when appropriate, know when to ask for assistance and work independently within prescribed guidelines
- Excellent written and verbal communication skills, good workload management skills, an ability to maintain an organized desktop and accommodate occasional activity spikes
- Minimum of Associates Degree with three years work experience for entry level, Bachelors degree or higher for consideration of further career opportunities.

POSITION REPORTS TO: Vice-President, Grant Programs