

JOB DESCRIPTION

Part-Time Office Assistant

Edited 11/20/17 – JNK



GENERAL PURPOSE

Assist the Executive Director and other staff as assigned, in the daily management and operations of The WyomingPBS Foundation office in Riverton, WY.

DISTINGUISHING CHARACTERISTICS

This is a part-time (20 - 30 hours per week - not to exceed 30 hours per week maximum) position. The foundation Executive Director shall determine the actual work schedule based on the needs of the chosen candidate and the foundation office. Attendance at evening and weekend meetings is sometimes required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The ability to prioritize duties and manage multiple competing priorities in a confidential and professional manner.

Provide a professional front office presence by meeting and greeting visitors to the foundation office and assisting them appropriately as well as answering phones.

The part-time office assistant also provides to the Executive Director and other staff when assigned, secretarial and clerical project management functions that include, but are not limited to:

Data Entry:

- Process credit card gifts, online pledges/membership renewals and data entry into the membership database as well as other necessary systems.
- Run customized reports from Raiser's Edge database as needed
- Input all gift information along with other pertinent information from the pledge sheets into the members files in Raiser's Edge.

Office Assistance:

- Provide information and be primary contact for contract bookkeeper
- Generate and send all "Thank You" letters for all received gifts.
- Process monthly membership billings for membership renewals and lapsed memberships
- Prepare a running total spreadsheet of all pledges during the pledge drives and email to administration every morning of pledge.
- Perform filing tasks for Executive Director
- Order and maintain office supplies
- Assist Executive Director with board meetings (held three to four times a year):

Knowledge of:

Must have an understanding of the operation of all office equipment such as a computer, printer, copier, fax machine, and calculator/adding machine.

Must possess Intermediate to advanced computer skills. The ability to use Microsoft Word, Excel, Outlook and experience with database programs.

Ability to:

Plan, organize, and implement routine and special projects assigned by the Executive Director.

Be able to work and act in a professional manner and exercise independent judgment in the resolution of administrative problems. Must be able to work independently in a fast-paced environment. Attention to detail is a must. The ability to communicate clearly and effectively is required.

Provide administrative support to the Executive Director in preparing agendas and taking minutes, preparation of Board packets and assist in distribution.

Training and Equivalent Experience:

Required

- Associates degree or equivalent experience

Preferred

- Associate degree and 1-3 years administrative/executive secretarial experience,
- or an equivalent combination of training and experience as determined by the Executive Director.

Compensation:

Hourly Rate: \$15/hour depending on experience.

WyomingPBS Foundation is an Equal Opportunity Employer.