



# UNITED WAY OF EAST CENTRAL IOWA

## Job Description Form

<b>JOB TITLE/DEPT:</b> Administrative Assistant	
<b>REPORTS TO:</b> CEO or other Executive Level Staff	
<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Regular <input type="checkbox"/> Specially funded <input type="checkbox"/> Temporary
<b>Hours: 40/week</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
<b>Supervisory Responsibility:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Other Skills</b> <ul style="list-style-type: none"> <li>Advanced computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).</li> <li>Typing speed 60 wpm or higher and ability to edit for spelling, punctuation, and grammatical errors.</li> </ul>
<b>Number of Direct Reports: 0</b>	

### CORE VALUES AND BEHAVIORS

<b>Values</b> <ul style="list-style-type: none"> <li><b>Relationships:</b> We work with people and demonstrate we genuinely value their interests, concerns, hopes, and dreams for themselves and the community.</li> <li><b>Excellence:</b> Our standards are high, and exceptional quality is our expectation.</li> <li><b>Learning:</b> We grow and improve by continuously sharing and building upon our knowledge.</li> <li><b>Service:</b> We put the needs of our community and its people first.</li> <li><b>Leadership:</b> We guide and inspire our community to unite around effective solutions to social issues.</li> <li><b>Collaboration:</b> We strive to partner with others and work together using the unique strengths of our community to build greater impact.</li> <li><b>Innovation:</b> We do not rely on the status quo and continuously look for improved ways to reach our community goals.</li> <li><b>Integrity:</b> We are accountable and will do what is right, openly and honestly.</li> </ul>	<b>Professional Core Competencies</b> <ul style="list-style-type: none"> <li><b>Mission-Focused:</b> Priority to create real social change that leads to better lives and healthier communities. This drives performance and professional motivation.</li> <li><b>Relationship-Oriented:</b> An understanding that people come before process and can cultivate and manage relationships toward a common goal.</li> <li><b>Collaborator:</b> Understands the roles and contributions of all sectors of the community and can mobilize resources through meaningful engagement.</li> <li><b>Results-Driven:</b> Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.</li> <li><b>Brand-Steward:</b> An understanding of the role played and importance in protecting and growing the reputation and results of the greater network of United Ways.</li> </ul>
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### PRIMARY PURPOSE

Performs administrative duties requiring considerable judgment, initiative, and knowledge of United Way. Assists the CEO or other Executive Level Staff in performance of their responsibilities. Position operates with a high degree of independent judgment and functions with minimal supervision. Interacts with staff, volunteers, and agencies. Participate as part of a data management team, ensuring accurate and current data maintained in donor database (Andar). Use Andar database system for information, reporting, and donor follow up. Participate as part of the administrative support team, completing administrative tasks as assigned.

### ESSENTIAL JOB FUNCTIONS

<b>Support Executive Level Staff</b>	<ul style="list-style-type: none"> <li>Maintain knowledge of management priorities and flexibility to adapt to changes in priorities. Anticipate needs and conduct administrative functions to maintain a positive image for and achieve objectives of management.</li> <li>Manage final revision of all written materials. Assure correspondence is accurate, professional, and timely. Proof and prepare final versions of reports, correspondence, and other written documents within appropriate timelines.</li> <li>Assist with monitoring timelines and steps of projects.</li> <li>Compose, edit, and/or process correspondence, meeting notices, minutes, etc. for 5–6 United Way of East Central Iowa Committees.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Maintain volunteer manuals, biography information, and other administrative documents.</li> <li>• Identify efficiencies and improvements to workflow processes.</li> <li>• Maintain correspondence files and meeting schedule for Executive Level Staff including scheduling activities/meetings.</li> </ul>
<b>Support Other Departments</b>	<ul style="list-style-type: none"> <li>• Assist with correspondence during campaign.</li> <li>• Serve as administrative lead for direct mail projects.</li> <li>• Assist with maintenance of campaign records.</li> <li>• Coordinate and maintain Andar data related to major donors, and other key stakeholders and volunteers. Assist with providing United Way staff appropriate information as requested.</li> <li>• Assist other Departments during seasonal peaks in activities when necessary.</li> <li>• Provide backup help at all events and activities.</li> </ul>
<b>Other Job Duties</b>	<ul style="list-style-type: none"> <li>• Training coordination for team and partners.</li> <li>• Provide backup phone and reception area coverage.</li> <li>• Complete expense reports, including corporate credit card reports, for Executive Level Staff and all credit card holders.</li> </ul>

### REQUIRED QUALIFICATIONS

Education:	Required	Preferred	Work Experience:
High School Diploma/GED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No previous experience
Associate Degree (2-year program)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1–3 years
Bachelor’s Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 3–5 years
Master’s Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5–7 years
			<input type="checkbox"/> 7+ years
<b>Preferred field(s) of study:</b>			
N/A			

### JOB SKILLS & ATTRIBUTES

- **Analysis:** Approaches decision making and problem solving by systematically gathering information. Readily distinguishes between a problem’s symptoms and its causes, focusing energy on the treatment of causes. Relates and compares information from various sources to deduce cause–effect relationships.
- **Innovation and Creativity:** Remains open to new ways of doing business. Critically examines rules to see if they have outgrown their usefulness. Flexibility, adaptability, and openness to change. Commitment to continuous learning.
- **Effective Communication:** Prepare clear, complete, and concise reports. Ability to work effectively with volunteers and staff. Must have ability to maintain confidential information. Good interpersonal and relationship building skills.
- **Team Builder:** Works to promote cooperation throughout organization and assists with creating a positive work environment.
- **Cultural Competency:** Ability to understand, communicate, and effectively interact with people across cultures.

### 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 may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus.

### ACCOUNTABILITY & DECISION MAKING

Differentiate between urgent and non-urgent matters; collect relevant information and consult with supervisor or other team members before making major decisions. Make independent decisions by using discretion when managing the President’s calendar and email. Understand President’s priorities and implement projects accordingly.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.