

COMMUNITY



FOUNDATION

NORTH CENTRAL

WASHINGTON

Title: Programs and Operations Associate
Job Classification: Full Time, Hourly
Location: Wenatchee, WA

Reports To: Director of Donor Engagement

PRINCIPAL DUTIES & RESPONSIBILITIES

The duties include, but are not limited to:

45% Office Administration

- Answer incoming calls and route to appropriate staff.
- Provide main reception in Wenatchee office, greeting facility guests, exhibiting excellent customer service at all times.
- Provide primary support for all user groups. Ensure adequate set up, cleanliness and accurate contact information. Work with users to ensure an excellent experience!
- Maintain a functional, safe, clean, and efficient office environment.
- Ensure the workroom and conference room equipment is in working order and fully stocked of supplies. (office, computer, cleaning, general refreshments). Responsible for ordering and orderly management of supplies.
- Maintain adequate log of keys and other security issues for 9 S. Wenatchee Ave Wenatchee and 715A Okoma Omak.
- Responsible for proactively monitoring and assessing Wenatchee and Omak office and technology needs, direct updates, maintenance, or other activities and ensuring appropriate vendor communication.
- Standard ongoing monthly and program specific mailings as needed.
- Event support as needed for Foundation annual events.

50% Direct Program Support

- Provide staff administrative support for all board and committee meeting minutes.
- Principal administrative support for the Legacy Grant and Scholarship program initiatives- may include direct support for grant/scholarship seeking individuals, volunteer support, application processing.
- Assist in creating donor acknowledgement correspondence.
- Actively manage database for accurate volunteer contact and program information.
- Maintain accurate records for tracking and maintaining master fund agreements, volunteers, donor campaigns and mailings.

5% Finance Support

- Enter accounts payable twice monthly.
- Prepare and mail accounts payable invoices.
- Scan and attach documentation to appropriate transactions in software.

Essential Functions:

- Excellent verbal and written communication skills.
- Strong organizational skills, ability to manage multiple priorities and tasks for time sensitive deadlines with accuracy and attention to detail.
- Maintain confidentiality at all times for sensitive information regarding CFNCW data and records.
- Positive, can-do attitude, tactful and diplomatic and sense of humor required.
- Ability to move conference room furniture (tables and chairs), bend and kneel as necessary for technology connectivity and troubleshooting.
- High degree of self-awareness and emotional intelligence.
- Be an active listener – give full attention to others and take time to understand points being made, ask questions and interact at appropriate times.
- Ability to work daily and function effectively in fast paced environment.
- Frequent extended hours in front of a computer screen.
- Basic knowledge and troubleshooting ability for general office equipment.
- Lifting of boxes or supplies up to 30 lbs.
- Regular attendance with required hours of Monday through Friday 8am to 5pm during office hours
- Ability to participate in occasional evening and weekend events.
- Must be able to perform the essential duties and responsibilities in a timely and efficient manner.
- Adheres to all company policies and procedures and maintains a safe work environment.
- Must have a valid driver's license.

Qualifications:

- 3-5 years' experience in delivering high quality administrative support.
- Experience in the nonprofit sector a plus.
- Demonstrated skills and ability to work in professional/customer/ donor centered environment.
- Competent in basic computer skills and ability to adapt to specialized applications, including form design.
- Proven ability to adjust to multiple demands, prioritize tasks and meet deadlines.
- Ability and willingness to follow established procedures and take direction as provided.
- Able to ensure confidentiality while working with sensitive information.
- Proficient in reading, writing, and speaking English.
- Bilingual in Spanish a plus.

\$25-30 HR DOE 40 Hr/Wk
Health Insurance
Vacation, Sick and Holiday
Retirement match

Email cover letter and resume to: denise@cfncw.org