



Title: Administrative Specialist

Job Classification: Part Time Non Exempt

Reports To: Executive Director

Position Description: Working as a part of a larger team, the Administrative Specialist provides clerical, project and administrative support to all staff of CFNCW.

PRINCIPAL DUTIES & RESPONSIBILITIES:

The Duties include, but are not limited to:

50% Office Administration

- Answer incoming calls and route to appropriate staff.
- Cover office during lunch hour.
- Manage requests for use of two conference rooms, ensuring set up and procedures are understood and followed. Provide primary support for all user groups. Confirm reservations, ensure adequate set up including cleanliness and accurate contact information. Work with users to ensure an excellent experience!
- Maintain a functional, safe, clean and efficient office environment. Identify any needs for supplies and maintenance.
- Ensure workroom & conference room equipment is in working order and fully stocked of supplies. (office, computer, cleaning, general refreshments). Responsible for ordering and stocking of supplies.
- Maintain adequate log of keys and other security issues for 9 S. Wenatchee Ave.
- Responsible for assessing and facilitating building needs and direct updates, maintenance or other activities and ensuring appropriate vendor communication.
- Water plants, manage weekly spot cleaning, garbage removal and kitchenette cleanup.
- Provide staff with administrative support as requested. (mail merge, bulk mailings, grant agreements, data entry, scheduling, electronic filing, event support, minutes, scanning, copying, special projects,)

50% Administrative Support

- Provide Trustees, donors, nonprofit partners and facility general guests excellent customer service.
- Manage electronic correspondence to Foundation Trustees for meeting reminders.
- Track upcoming board and committee document needs and coordinate with appropriate staff to gather content ahead of deadlines.
- Transcribe meeting minutes in a timely manner.
- Opportunity to work additional hours for after-hours conference room bookings and events
- Order and set up food for meetings and events.
- Administer registrations for events. Tracking registrants and payments, creating check-in lists and name badges as needed.
- Assist in securing event facilities and scheduling catering.
- Participate at events at check in, set up and tear down as needed.

Essential Functions:

- Excellent oral and written communication skills
- Positive attitude and outgoing personality
- Strong organizational skills
- 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
- Ability to work daily and function effectively in stressful situations
- Frequent extended hours in front of a computer screen
- Basic knowledge and troubleshooting ability for general office equipment
- Skilled at Microsoft suite of products including Outlook
- Lifting boxes or supplies up to 30 lbs.
- Regular attendance is an essential job function with required hours of Monday through Friday Noon to 5pm during office hours with some evening/weekend event required attendance
- Must be able to perform the essential duties and responsibilities requiring a high level of mental effort and strain
- Adheres to all company policies and procedures and maintains a safe work environment

To apply please submit resume and cover letter to info@cfncw.org no later than **Friday, August 29th**.

