

**CHAR-EM UNITED WAY
JOB DESCRIPTION**

POSITION: Data Entry – Office Assistant

SUMMARY: The Data Entry – Office Assistant (DE/OA) is an integral part of the overall operations of Char-Em United Way. The position combines general office support with support and leadership for special projects. In addition to managing the UW office, the DE/OA is a front line staff person whose contact with the public is critical. Primary responsibilities include campaign, database, and general office management.

REPORTING RELATIONSHIP: Reports to CEO

DUTIES: Duties include, but are not limited to the following.

Administrative

Provide general administrative support, as needed.

- ❖ Staff office; respond to phone calls and emails; provide referral information as requested.
- ❖ Assist in and support special events such as campaign celebration and kickoff.
- ❖ Assist CEO in staffing Board of Directors and Committees.
- ❖ Maintain office equipment and supplies.
- ❖ Oversee and maintain paper and computer filing system.
- ❖ Update and maintain office procedures manual.
- ❖ Maintain website and electronic newsletter.
- ❖ Recruit, utilize and recognize volunteers for office work and project.

Financial

Process financial transactions in accordance with Financial Control Procedure.

- ❖ Prepare donation deposits weekly or as needed.
- ❖ Enter transactions in Donation Tracker software.

Campaign

Assist the CEO in working with the Campaign Committee to implement a successful Campaign. From August through December, these tasks will predominate.

- ❖ Fundraising campaign management, including database management, pledge and receivables management, donor acknowledgment, designated gifts tracking, campaign reporting, direct bill accounts.
- ❖ Assist in preparation of campaign materials and direct mail campaigns.
- ❖ Maintain relationships with employee campaign coordinators and assigned accounts
- ❖ Schedule campaign speaking engagements, as needed
- ❖ Assist in identifying and recruitment of new accounts
- ❖ Create, develop, and implement other year-round fundraising strategies with team
- ❖ Work with CEO to plan and implement marketing, public relations and communication strategies.

Community Investment

Assist the CEO in educating United Way volunteers and the community on critical health and human service needs. Provide support for Citizen Review Panel and Investment Allocation process.

- ❖ Participate in the community as a representative of CEUW as requested/needed.
- ❖ Maintain quality relationships with all Partner Agencies and other community nonprofits.
- ❖ Prepare materials and help schedule Citizen Review Panel and Community Investment meetings.

Other

- ❖ Foster and assure United Way's cooperation and involvement with community; donors, recipients and the community at large.
- ❖ Conducts job duties according to the United Way Worldwide Standards of Excellence.
- ❖ Other duties as assigned.

QUALIFICATIONS AND CORE COMPETENCIES: The DE/OA must possess excellent organizational skills and demonstrate the ability to manage multiple tasks and projects in a fast-paced environment with minimal direct supervision. Considerable ingenuity, initiative and tact are required, as well as excellent oral and written communication skills and the ability to maintain good interpersonal relationships with co-workers, partner agencies, volunteers and the public.

- ❖ Associates Degree required, Bachelors preferred.
- ❖ Experience in non-profits, fundraising, and volunteers required.
- ❖ Clerical skills including proficient use of computer software programs, specifically Microsoft Office applications, QuickBooks, and database management.
- ❖ Experience with website and social marketing preferred.
- ❖ Oral communication and strong customer service skills to communicate effectively with the public in a courteous and helpful manner.
- ❖ Excellent writing and interpersonal skills.
- ❖ Flexible, multi-task oriented.
- ❖ Ability to work with minimum supervision.

Char-Em United Way is an Equal Opportunity Employer.

WORKING CONDITIONS: This is a 25 hour a week, hourly position with pro-rated personal leave. The office is located in Petoskey, but some travel throughout Charlevoix & Emmet counties may be required. Normal office hours are Monday - Friday from 8:30am to 5pm. However, some activities require time outside the regular schedule.

Pay rate \$12.75 – \$13.25/hr depending on qualifications