THE AREA FOUNDATION
The San Antonio Area Foundation has served as the sole, designated community foundation for the San Antonio area for over half a century, growing to become one of the Top 20 foundations in the nation based on asset size. The Area Foundation helps donors achieve their charitable goals, managing more than 500 charitable funds approaching $1 billion in assets. Coordinating efforts with numerous area nonprofits, the Area Foundation serves as a collaborative leader, connecting donors to address key community issues and investing in our future. Since 1964, over $400 million for scholarships and grants have been awarded to enhance the quality of life in our region. Learn more about your community foundation at saafdn.org.

Our core values are: Excellence, Passion, Integrity, and Community.

SUMMARY OF RESPONSIBILITIES
The Administrative Assistant is a full-time position, hired by and directly accountable to the Chief Financial Officer and the Vice President of MarCom and Technology. Primary areas of responsibility include: Administrative assistance and calendaring support to CFO, VP and staff of respective departments, management of tasks related to preparation and logistical set up of team and committee meetings; compiling and preparing reports; managing inventory and reorder points; monitoring incoming vanity organizational emails; and other duties as needed.

COMPETENCIES/SKILLS
- Excellent time management skills and ability to prioritize work
- Excellent communication and writing skills
- Demonstrated experience taking initiative
- Attention to detail and problem-solving skills
- Adaptability
- Excellent interpersonal skills
- Ability to work independently and with team members
- Excellent written, verbal, proofing and editing skills
- Excellent Customer Service to both internal and external stakeholders
- Demonstrated ability to balance competing priorities with commitment to high standards of quality

DEPARTMENT
Finance, Marketing, Communications & Technology

TITLE:
Administrative Assistant

REPORTS TO:
Chief Financial Officer & Vice President of Marcom & Technology

DATE REVISED:
February 5, 2020

DATE EFFECTIVE:
February 5, 2020

NON-EXEMPT
Non-Exempt
Annual Salary $40-45k
• Attention to detail and process while exhibiting strong problem-solving skills
• Demonstrated ability to coordinate multiple schedules, coordinate logistics of meetings, and proactively maintain calendars
• Ability to demonstrate professionalism while working with sensitive material and to maintain a variety of information and materials in an ethical and confidential manner
• Proficiency in MS Office Suite products, including Microsoft Word, Excel, PowerPoint and Outlook
• Knowledge of office management systems, (ex. fax, copy machine, and scanning documents)
• Must adhere to the organization’s Core Values: Excellence, Passion, Integrity and Community

QUALIFICATIONS
• Administrative Assistant experience working for a department or team (Required). Must exhibit a high level of integrity and confidentiality in a supporting a leadership level position, with at least 2 years of administrative assistant experience.
• AA or Bachelor’s degree (Preferred).

TASKS/FUNCTIONS
• Database management
  o Data entry
• Organize and schedule appointments
• Write and distribute email, correspondence memos, letters, and forms
• Administrative Support and Other
  o Filing, faxing, scanning, copying documents
  o Ordering supplies
  o Submit/reconcile expense reports
  o Maintain and update contact list
• Event Planning
  o Assist in calendaring, organizing and scheduling meetings
  o Logistical support for meetings and events
• Provide correspondence (mailouts and letter writing)
• Arrange travel arrangements for company business (as applicable)
• Provide meeting notes (as applicable)
• Answer general phone inquiries using a professional and courteous manner
• Greet clients/vendors/visitors to the organization upon arrival
• Provide support for front desk when needed
• Maintain electronic filing system for necessary documents
• Monitor incoming vanity organizational emails (such as info@saafdn.org) and route/respond as appropriate
• Manage inventory levels of marketing materials and reorder in a timely fashion
• Communicate with stakeholders, and staff regarding events, trainings, etc.
• Other duties as assigned.
PHYSICAL DEMANDS/WORKING CONDITIONS
The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this job, the employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

TO APPLY
Submit cover letter, resume and reference to rduran@saafdn.org with the job title in the subject line.

The San Antonio Area Foundation is an Equal Opportunity Employer.