



**United Way of Wayne
and Holmes Counties**

NOW HIRING

Office Administrator

Full -Time/Permanent/Exempt

The Office Administrator is responsible for the day to day office operations. This includes serving as the first impression of the United Way of Wayne and Holmes Counties. The position is FT, exempt, with no supervisory responsibilities and reports to the Director, Finance & Operations.

Duties

Administration 85%

- Serve as first point of contact for visitors and callers.
- Coordinate WHIRE – Wayne Holmes Information Referral Exchange.
- Manage and update database.
- Prepare deposits, process pledges and handle petty cash.
- Handle campaign pledges, mailings, thank you notes, tax receipts and campaign packets.
- Assist with board meeting minutes, packets and meeting details.
- Order and manage inventory of supplies.
- Preparing materials for print (includes proof reading & editing).
- Maintain and organize work, collaborative and meeting spaces.
- Assist with allocation processes, documentation and trainings.
- Perform all other duties as assigned.

Event Planning 5%

Assist with event planning, logistics and execution of all United Way events.

Wayne County Crippled Children & Adults 5%

- Serve as liaison between applicants and WCCCA board members.
- Assist applicants and prepare packets for review.

Volunteer Management 5%

- Manage Wayne/Holmes Volunteer Facebook Group.
- Assist with securing, training and recognizing volunteers.

Skills needed

- High attention to detail
- Excellent time management
- Organized
- Teachable
- Database/CRM experience
- Microsoft Office suite experience
- Friendly disposition
- At least 2-3 years office experience

Must be willing to work long hours with a smile on your face. Lifting items up to 50 lbs. is necessary. Looking for someone who aligns with the core values of the organization. Salary Range \$32k - \$36k based on qualifications with excellent benefits. Background and credit check required. 90 day probationary period.

Please submit resume to info@uwwh.org, subject line: Office Administrator