

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

United Way of Clarion County is seeking an ambitious and motivated individual to join our team as an part-time Administrative Assistant.

Duties include:

- Handling incoming calls and other communications
- Greeting clients and visitors
- Manage filing system
- Correspond with donors (Thank you notes, receipts, etc)
- Updating records, maintaining documents, and creating forms
- Create, maintain, and record information into databases
- Helping organize and maintain office common areas
- Performing general office clerk duties and errands (mail, picking up supplies)
- Assistance with special event coordination
- Participate in/attend community outreach activities as needed
- Provide general program support to the Executive Director
- Other duties as assigned

Requirements:

- Strong attention to detail
- Excellent organization and multi-tasking abilities
- Ability to work independently and as part of a team
- Ability to maintain confidentiality

Terms:

\$11.00 hour

- Flexible schedule; part-time
- Limited to *no more than* 10 hours per week
- Timesheets are to be maintained each workday
- Payroll is bi-monthly, on the 15 and 30/31 of each month
- The Administrative Assistant reports directly to the Executive Director

[APPLY ONLINE AT UWCLARIONCO.ORG](http://UWCLARIONCO.ORG)