

Be The One



COMMUNITY FOUNDATION OF SARASOTA COUNTY JOB PROFILE: Administrative Assistant

Date: 04/27/2017
Reports to: Corporate Counsel
Supervises: N/A
Grade Level: 2
FLSA Status: Exempt Non-Exempt

Purpose:

Provides administrative and clerical support to Corporate Counsel, as well as to other departments and individuals, particularly during peak business cycles. The Corporate Counsel directs day-to-day workflow, based on input from each functional area, and oversees the individual's schedule and work output.

Responsibilities:

1. Provides general clerical and administrative support, including, but not limited to, drafting correspondence and agendas, scheduling meetings, making travel arrangements, making copies and preparing/compiling meeting materials.
2. Provides primary backup to the Receptionist, along with the CFSC backup team rotation.
3. Schedules and coordinates Distinguished Speaker Series, including hotel, travel, etc. Prepares and submits all CE applications and submits to respective association.
4. Manages Corporate Counsel's calendar as directed by Corporate Counsel, schedules appointments, makes reservations.
5. Works collaboratively with the Coordinator, Stewardship & Events in planning and set up of meetings and events.
6. Assists Corporate Counsel and others with presentations and prepares PowerPoints as directed.
7. Supports key business initiatives and/or projects when needed, such as: Scholarships, Season of Sharing, Grants, etc.
8. Assists department Coordinators as necessary.

Position Qualifications:

1. High school diploma and 1-2 years of administrative assistant duties, or combination of relevant education and experience required.
2. Excellent verbal & written communication skills and well-developed interpersonal skills.
3. Excellent organizational and time management skills; able to multi-task considering varied areas supported.

4. Strong attention to detail.
5. Experience with reception area duties.
6. Experience preparing presentation materials.
7. Strong database administration and typing skills.
8. Experience in an environment that manages highly sensitive information

Technology Qualifications:

1. Proficient with Microsoft Suite: Word, Excel, Outlook, PowerPoint.
2. Proficient with database tools.
3. Comfortable with technology and able to self-support for basic computer and network problems; uses appropriate judgment when escalating for additional assistance.

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees are will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

Purposeful Worker

Goal Oriented
Gets job done within deadlines
Self-Motivated
Takes Ownership
Accountable
Maintains required technical skills
Calm under stress

Respect

Respect for importance of everyone
Empathetic Listener
Ask and listen
Provides excellent customer service, both internal & external
Demonstrates qualities of a Servant Leader
Under promises and over delivers
Authentic, honest, genuine

Inspirational

Curious about new information
Creative, independent thinker
Problem solver – thinks outside the box
Continuous learner

Dedicated Team Player

Works well across disciplines
Adaptable to change
Listens to others ideas
Accepts different assignments

Enthusiastic

Excited about the CFSC mission
Optimistic, positive attitude

Approved:

Supervisor

Date

President

Date

Director, Human Resources

Date