



PART-TIME EMPLOYMENT

ASSIGNMENT: Part-time Administrative Assistant

DATE PREPARED: November 2022

RESPONSIBILITIES: This part-time position (up to 15 hours per week) is to help the Executive Director of the Community Foundation of Otsego County in all administrative aspects of the organization.

- Organize, file and archive data on donor prospects using our CRM software.
- Proofread, format, and possibly create drafts of new policies for Board adoption.
- Add content to website and all social media outlets.
- Respond to general questions, grant applicants, and any other parties, as directed by Executive Director.
- Collect final reports from award recipients.
- Assist with communications and press releases for newsworthy activities.
- Organize community input through surveys and other outreach means.
- Participate in, and takes minutes at, select Committee meetings and all Board meetings.
- Set up Zoom meetings, as required.
- Oversee email campaigns and bulk mailing of printed materials.
- Support other tasks as necessary.

RECOMMENDED PROFICIENCIES

- Able to manage diverse activities and work independently.
- Communicate effectively with a wide range of people.
- Able to resolve problems and prioritize tasks in the absence of specific instructions.
- Demonstrate flexibility to changing situations and priorities.
- Track tasks and follow-up as needed. Identify routine problems and resolve them with existing resources.

QUALIFICATIONS:

- Committed to the mission, vision and values of the organization, including our non-discrimination policy.



- Prior related experience with references, if requested.
- Possess the required tools (computer, phone, Internet access) and workspace.
- Familiarity with internet communications, social media and data base management.
- Familiarity with Microsoft Word and Excel, and Google Workspace (including, but not limited to, Google Drive and Google Voice).
- Experience using Zoom.

COMPENSATION:

- \$21/hour

Interested applicants should submit a letter of interest to contact@cfotsego.org .

CFOC is an equal opportunity organization.