

IVC Foundation Administrative Assistant

General Purpose

To perform a variety of noncomplex, general clerical, typing, and/or office support duties to ensure the efficient operation of the office.

1. Provide administrative support to the office staff, including managing phone calls, scheduling appointments, and handling correspondences
2. Maintain and organize office files and records
3. Assist in preparing reports, presentations, and other documents
4. Assist with Student Ambassadors, and prepare for Student Leadership Workshops
5. When needed assist with QuickBooks for creating checks, process deposits or reports
6. Maintain online platforms to maintain donations and donor information
7. Assist with IVC Foundation website, making edits and updates
8. Assist with Foundation social media pages for events or marketing information
9. Assist with office supplies inventory and place orders when necessary
10. Create rent invoices, lease contracts, and other operations for Lotus Living tiny homes
11. Handle student or donor inquiries and help resolve issues in a timely manner
12. Collaborate with team members and different departments to ensure smooth office operations, events, or concerns
13. Assist with various administrative tasks, such as data entry, filing, and photocopying
14. Assist with incoming and outgoing mail and packages
15. Prepare and organize documents for meetings and presentations
16. Assist in coordinating fundraising events, meetings, and board meetings
17. Assist in compiling, printing, screening scholarships, and participate on scholarship committee
18. Perform other administrative tasks as assigned

Requirements

Education: High school graduate or equivalent preferred.

Skills and Experience: Knowledge of relevant software applications including MS Word, MS Excel, PowerPoint, proficient in use of email and internet, accurate keyboard skills and data/ donor management. Two years of office experience preferred in an educational setting. Typing ability may be tested.