



United Way of Yavapai County

Job Description – Administrative Assistant

Position Title: Administrative Assistant
Reports To: Executive Director
Pay Range: \$15 per hour
Work Schedule: Part-Time 20 hours, to be scheduled within our core hours of Monday-Thursday, 8:00 am to 4:00 pm (*Must be able to work a flexible schedule, which may include early mornings, evenings, and weekends and an occasional longer work week during special events and meetings.*)

Organization Overview

About United Way of Yavapai County: Our Mission is to unite people, organizations, and resources to improve lives and build strong communities throughout Yavapai County. The United Way of Yavapai County (UWYC) is a dynamic, community building organization serving individuals and families who live in Yavapai County.

Key Responsibilities

1. Welcome and provide general support for visitors.
2. Answer phones, take and route messages, provide referral support to partnering agencies.
3. Participate and facilitate meetings (in person and electronically).
4. Work with ED and Board President on Board agendas and Board meeting minutes.
5. Keep storage and kitchen supplies organized and stocked. monitor office supply inventory and office equipment.
6. Support marketing efforts of UWYC campaigns, videos, collateral materials, social media, etc.
7. Maintain databases, email contact lists, and maintain program agency partner lists.
8. Cleaning and organization of main lobby, outside entryway, restrooms, and kitchen.
9. Create / maintain online event registration and all processes associated with special events and activities. Maintain and update database of invitees and distribution lists. Provide marketing and registration support for workshops, meetings, and educational events.
10. Assist in preparing collateral for UWYC marketing tables and support resources.

Position Qualifications:

- High school diploma with prior demonstrated administrative success. Proficiency in Microsoft Windows and Microsoft Office: Word, Excel, PowerPoint.
- Proficiency in social media, Constant Contact is a plus.
- Demonstrated experience working with a database
- Excellent verbal and written skills required.
- Strong organizational and interpersonal skills required.
- Possess and maintain a valid driver license.

UWYC is an equal opportunity employer and is committed to providing a work environment that is free from unlawful discrimination, harassment, and retaliation.

Applying For This Position:

Send a cover letter, references, and resume via email to nseim@yavapaiuw.org