



Administrative & Marketing Assistant
(Part-Time, Hourly, Non-Exempt)

The Community Foundation of Oceana County is seeking a qualified individual to join our team as an Administrative & Marketing Assistant.

Position Summary: Reporting to the CEO, the Administrative Assistant handles the administrative operations of the Community Foundation and will work with multiple team members to support marketing efforts. The position requires a dynamic individual with strong interpersonal skills; written and verbal communication skills, as well as, time management and organizational skills.

The position will begin as part-time (20-25 hours per week), starting at \$15 per hour.

Essential Duties and Responsibilities include, but are not limited to:

- Receptionist duties, including answering telephone, greeting visitors, processing mail
- Enters contributions into database and prepares donor contribution correspondence and other correspondence as needed
- Prepares grant and fund-related correspondence as needed
- Maintains electronic and hardcopy filings of documents and other records
- Data entry and database management
- Manages Board and committee-related communications & dissemination of materials
- Attends board & committee meetings and prepares minutes, as needed
- Maintains and coordinates office supply inventory and oversees business equipment
- Assists with special events
- Assists with print, web, area media and social media communications
- Provides other administrative & communications support as needed

Job Knowledge, Skills and Abilities

- Ability to maintain a high level of confidentiality
- Excellent written and verbal communication skills
- Manages tasks and decision-making independently
- Friendly demeanor & excellent interpersonal skills
- Collaborative, flexible team player
- Ability to multi-task with close attention to detail
- Proficiency with Microsoft Office applications
- Experience with CRM/donor database systems preferred
- Experience in developing communications for a variety of media
- Knowledge about and passion for philanthropy a bonus!

Education and Experience

- Minimum of an Associate's degree preferred
- Two or more years of administrative/relevant professional experience preferred

The Organization

The Community Foundation is a healthy and growing organization, providing quality services for donors, impactful grants to support the nonprofit community and collaborative leadership around community initiatives. It provides a positive, efficient and effective working environment in its Pentwater, MI office. The Community Foundation envisions an Oceana where everyone has access to resources to thrive and has provided over \$8 million in grants and scholarships back to the area since 1989. More information about the organization can be found on its website – www.oceanafoundation.org.

To Apply

- Interested candidates are invited to submit a cover letter and a resume online to Tammy Carey, CEO, Community Foundation of Oceana County: tammy@oceanafoundation.org
- Deadline to submit the cover letter and resume is 4:00 PM on October 27, 2021.