



Administrative Assistant to Executive Director

POSITION DESCRIPTION

Who We Seek:

Foothills Caring Corps seeks a caring and mission-driven individual to provide office and administrative support to the Executive Director. The Administrative Assistant must have outstanding customer service skills, be organized, and have excellent time management and communication skills. This person must be able to problem solve and work independently, as well as collaboratively as a team member.

Reports to: Executive Director

Salary Range: \$35,000 - \$38,000

Job Duties & Responsibilities:

- Provide the Executive Director with day-to-day administrative support.
 - Manage correspondence for the Executive Director.
 - Maintain schedule and time management of the Executive Director using Outlook and other calendaring resources.
 - Follow up and follow through with team members on task completion.
- Greet visitors, answer telephones, and help guide guests both in person and remotely as individuals enter the office or call.
- Maintain office calendar to assure appropriate staffing levels and lack of conflict between meetings, events, etc.
- Assist with both preparation and required follow up for all appointments and meetings.
 - Schedule ongoing Zoom meetings and send appropriate calendar invitations.
 - Help set up, tear down, and clean up after various meetings.
- Maintain records in both paper and digital file systems, scanning and archiving documents as appropriate.
- Check and distribute the mail, pick up any packages, stamp and send off outgoing mail.
- Monitor and maintain inventory of general office supplies; order supplies as needed.

- Maintain a positive attitude and willingness to work with all team members, Neighbors, Volunteers, and community partners.
- Maintain a safe and secure working environment with respect and caring cooperation in a fast-paced team environment.
- Follow a strict code of confidentiality.

Required Skills & Qualifications:

- Commitment to our Foothills Caring Corps Mission.
 - Flexibility and willingness to carry out miscellaneous tasks required to further the mission.
 - Detail oriented, organized, and strong time management skills.
 - Ability to take initiative, work independently and cooperatively, and be accountable.
 - Quick learner and adaptability to new skills, methods, and techniques.
 - Experience working with Microsoft Office 365, Google Suite.
 - Knowledge of database management systems.
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ABOUT FOOTHILLS CARING CORPS

Who We Are:

Foothills Caring Corps local nonprofit organization dedicated to promoting independence and enhancing the quality of life for Neighbors: older adults and persons with disabling conditions who reside throughout the Foothills community. We strive to improve Neighbors' lives by addressing socialization, health, wellness, and mobility to promote physical, mental, and emotional health and wellbeing.

Team Size: 8-10 Full-Time Staff

Programs & Services: *All Programs & Services are free of charge to Neighbors, except for Mobile Meals.*

- **Mobile Meals:** Homebound Neighbors can enjoy delicious and nutritious pre-made meals delivered by a Foothills Caring Corps Volunteer right to their door.
- **Transportation**
 - **Medical Appointments:** Volunteers drive Neighbors to medical appointments, accompany them inside, and return them safely home after the appointment.
 - **Van Program:** Foothills Caring Corps has a fleet of nine vans, five of which are handicap accessible. Pre-scheduled social and recreational outings are planned for

Neighbors each month. Volunteers pick up a group of Neighbors, drive them to the outing, and return them home after the outing.

- **Grocery Shopping Assistance:** Neighbors who need assistance with grocery shopping may be accompanied by a Volunteer while shopping or have a Volunteer shop on their behalf and deliver groceries to their home.
 - **Caregiver Relief:** Volunteers spend quality time with Neighbors in their homes, allowing their primary caretaker time to run errands or to themselves.
 - **Minor Home Repairs:** Volunteers assist Neighbors with changing light bulbs, smoke detector batteries, or other minor home projects.
 - **Mobility Loan Closet:** Foothills Caring Corps accepts donations of home mobility equipment from the community to provide free of cost to Neighbors and community members in need. Our inventory includes canes, crutches, walkers, wheelchairs, commodes, knee-scooters and other mobility-related equipment.
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Why should you consider this opportunity?

- This is an opportunity to make a huge difference in people's lives within your community!
- This is a mission-centric organization where the staff, board, and volunteers are extremely dedicated, caring, and full of heart.

To Apply:

Please submit a resume and cover letter detailing your interest in the position and your qualifications via email to robinc@foothillscaringcorps.com with subject line: **"Administrative Assistant to Executive Director Position"**.
