



# JOB ANNOUNCEMENT

## OFFICE ADMINISTRATOR

### **Mission Statement:**

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

### **Job Summary:**

The Office Administrator will organize and coordinate administration duties and office procedures for the Black Belt Community Foundation Headquarters, BBCF HQ. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety. Responsibilities include scheduling meetings and appointments, ordering office supplies, booking travel arrangements, greeting visitors and providing general administrative support to our management team. Ultimately, the Office Administrator should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation. This is a full time, exempt position, reports directly to the President and a member of the leadership team.

### **Responsibilities & Duties:**

*The duties and responsibilities listed are intended to describe the general nature and level of work to be performed in this position and are not to be construed as an exhaustive list of the requirements of this job. Performs other duties as assigned*

- Providing accurate and timely clerical and administrative support to President, staff and board members through active communication and problem-solving efforts. Prepare presentations, spreadsheets and reports
- Manage organization calendar, HQ staff schedules and troubleshoot scheduling conflicts as they arise e.g. Schedule in-house and external meetings
- Develop organizational procedures and systems for office personnel, including filing, billing, accounts payable, update office policies and scheduling
- Greet and assist callers and visitors in a courteous and timely fashion.
- Maintaining efficient, accurate and up-to-date records for the organization, including minutes, mailing lists, etc.
- Dispatching accurate and timely meeting announcements, agendas, minutes and other supporting materials and communications as requested.
- Retrieve and open all mail. Stamp all mail with date received, scan and distribute incoming mail
- Ensure that the website reflects current information
- Maintaining the appearance and condition of the office, providing adequate materials and supplies and maintenance of equipment. E.g. schedule repairs, order supplies
- Coordinate with IT department to keep all office equipment working, (e.g. Computers and printers), website updates, etc...
- Coordinate and support with the PR department on media alerts,
- Coordinate and support the Finance Department in maintaining donor, grant and vendor files. Handle bank deposits and some financial transactions as requested.
- Coordinate with the HR Department: Maintain physical and digital employee records
- Coordinate with Facility department vendors, including cleaning, catering and security services
- Manage contract and price negotiations with office vendors, service providers and office lease
- Plan in-house or off-site activities, like parties, celebrations and conferences
- Manage and route phone calls appropriately
- Continue education in management, organization and team-building skills
- Assist with special projects.

### **General Staff Responsibilities**

- Participate in staff meetings, conferences, training sessions and workshops as assigned.
- Maintain and protect total confidentiality in regard to finance and personnel files.
- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive/productive manner.
- Demonstrate commitment to mission, values, and policies in the performance of daily duties.
- Assists with special projects and/or events.

### **Ideal candidate will:**

- Thrives on setting the highest standard of excellence in personal conduct and performance
- Exceptional honesty, character, integrity and reliability
- Treats everyone with the utmost decency and respect
- Capable of quickly establishing credibility with all colleagues in the organization
- Drives culture in a very positive way
- Great team player and self-motivated
- Regular, reliable, and punctual attendance is required.
- Commitment to public service and improving the Black Belt community
- Proven experience as an Office manager, Front office manager or Administrative assistant
- Hands on experience with office machines (e.g. fax machines and printers)
- Strong organizational and planning skills in a fast-paced environment
- Good analytical and problem-solving skills; able to prioritize with
- Knowledge and principle and practices of organization, planning, records management, research and general administration.
- Experience reporting to an Executive Director and Board of Directors

### **Requirements**

- High school diploma is required
- 3-5 years of experience
- Excellent oral and written communication skills.
- Excellent time management skills and ability to multi-task and prioritize work
- Ability to prioritize and manage multiple, competing tasks and project deadlines simultaneously, with attention to detail
- Exhibit sound judgment, follow work through to completion, and meet high work standards
- Proficiency in Microsoft Office (e.g. Excel, Word, etc.) and ability to learn proprietary software.
- Must pass physical examination, background check and fingerprinting screen.
- Driver's license (in good standing) required.

**Salary:** Salary will commensurate with experience

**Benefits:** 401K with 5% employer match, medical and dental benefits; vacation & sick leave

**Location:** Selma, Alabama

**To apply:** Submit cover letter and resume to [HR@blackbeltfound.org](mailto:HR@blackbeltfound.org)

**Deadline to apply:** open until filled

*We are an equal opportunity employer, committed to creating a diverse and healthy work place.*

[www.blackbeltfound.org](http://www.blackbeltfound.org)

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