



THE SPARTANBURG COUNTY FOUNDATION  
*Your Community Foundation*

Position Title: Administrative Assistant  
Team: Executive Management Team  
Reports to: Executive Administrative Director  
FLSA: Exempt

Position Summary

Reporting to the Executive Administrative Director, the Administrative Assistant provides critical support to The Spartanburg County Foundation and specifically to the Executive Management Team. This position interacts professionally with donors and potential donors, the general public, trustees, staff, and all Foundation constituents. This position is responsible for greeting Foundation guests in a polite, cheerful, and helpful manner to ensure the highest quality customer service. This position also performs a wide variety of confidential and general administrative responsibilities, including calendar scheduling, meeting preparation and human resources support.

**SPECIFIC RESPONSIBILITIES:**

*Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.*

Concierge

- Answers the phone as first responder.
- Greets all guests in a professional, polite, and cheerful manner as first point of contact.
- Coordinates with staff to ensure front desk coverage during lunch hours.
- Ensures that guest is directed to the appropriate meeting space with clarity and professionalism.

Scheduling

- Manages scheduling for the Executive Management Team (President and CEO and the Chief Operating Officer of SCF and Executive Director of the RHCIII CFP).
- Handles internal meeting logistics (travel arrangements, logistics and expense reports) under the direction of the Executive Administrative Director.
- Assists with special projects, including coordinating meetings, preparing meeting materials, making calls, research etc.

General Administrative Support

- Opens mail daily.
- Supports the Executive Administrative Director in carrying out administrative tasks and human resources tasks as assigned to support the Executive Management Team.
- Assists Executive Management Team with creation of correspondence memos, letters, faxes, forms, presentations, and coordination of filing (electronic and paper) and record retention under the supervision of the Executive Administrative Director.
- Performs a number of administrative functions, including mailing, scanning, copying, and managing the institutional records drive, the H drive.

- Under the leadership of the executive administrative director, oversees the use of the BoardEffect board portal by managing users and permissions, organizing board and committee materials, and providing training for staff and Trustees.
- Sets up/takes down meeting rooms for Board of Trustees and other meetings as assigned.
- Assists in the preparation of regularly scheduled reports.
- Manages RSVP's and coordinates reservations for special events.
- Oversees and supervises interns.
- Maintains and purchases breakroom supplies as needed and manages breakroom cleaning duties along with other administrative staff.
- Provides support to staff in use of all office equipment.
- Order and coordinate delivery of workroom supplies.
- Maintains overall efficiency of workroom by making sure that the space is organized in the most efficient manner, and that all equipment is operating properly.
- Responds to other needs as they arise.

**JOB SPECIFICATIONS**

1. Four-year college or university degree with major course work in an appropriate discipline.
2. Demonstrated strong organizational skills.
3. Excellent computer skills, including experience with Microsoft Office Suite (Word, Outlook, PowerPoint, Excel).
4. Strong communication skills, both written and verbal and the ability to express ideas clearly.
5. Should have knowledge of the history and cultural background of the local communities plus the building of trust and strategic alliances across diverse differences.
6. Must have strong interpersonal skills and the ability to collaborate and work effectively with others of divergent views and individual strengths. Must have the ability to be convincing and motivational when working with others.
7. Demonstrated ability to work autonomously and manage multiple tasks simultaneously and mobilize and use outside resources. Ability to work effectively with corporate and community leaders. Requires strong leadership skills.
8. Regular and sustained attendance is required.

*The Organization has reviewed this job description to ensure that essential functions and basic duties and responsibilities of this position have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not designed or intended to be construed as a comprehensive listing of the functions, duties and responsibilities or skills and abilities. Employees, at the discretion of The Spartanburg County Foundation, may be required to perform duties not within their job descriptions and as requested at the discretion of management of the Foundation.*

Reviewed: \_\_\_\_\_

Incumbent	Date
_____ Supervisor	_____ Date