

## COMMUNITY BASED ORGANIZATION PARTNERS (CBOP)

### CBOP Administrative Assistant

#### Job Description

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<b>Reports To:</b> Executive Director	<b>FLSA Status:</b> Exempt
<b>Salary Grade:</b> TBD	<b>Supervisory Responsibility:</b> No
<b>Department:</b> CBOP	<b>Location:</b> Flint, MI
<b>Prepared By:</b> Expert Human Resources, LLC	<b>Prepared Date:</b> June 30, 2023
<b>Approved By:</b> TBD	<b>Approved Date:</b> TBD

#### Success Goal

To be an integral component to the efficient and smooth operations of Community Based Organization Partners (CBOP) administrative processes.

#### Primary Function

The Administrative Assistant is accountable for a variety of responsibilities, including: Administrative operations, supporting CBOP administrative efforts; facilitating communications for the organization; as well as working closely with the executive leadership team on projects, tasks, and staff issues as needed/required.

#### Performance Responsibilities – Essential Functions (Other duties may be assigned)

1. Answers phones in an amiable and professional manner.
2. Serves as the general contact to customers, employees, partners, vendors, and other visitors to answer questions, give information, or direct problems to the appropriate person.
3. Assists Executive Director and Program Coordinator with day-to-day goals, as directed.
4. Updates appointment calendar for Executive Director as needed.
5. Responsible for general office projects and assignments supporting other staff.
6. Plans, supports, and evaluates programs and events.
7. Assists with coordinating special event planning and logistics, which includes: Fundraisers, prospect parties, and receptions.
8. Ensures proper donor activity tracking in database, including contact information, major gift call reports, event attendance, moves management stages, and volunteer engagement.
9. Processes and acknowledges gifts in a timely and IRS compliant manner.
10. Processes donations and prepares acknowledgement letters and other correspondence.
11. Maintains foundation, corporation, and individual donor files.
12. Creates monthly fundraising reports and other database reports, as needed.
13. Continually updates and corrects database records.
14. Conducts preliminary research on prospective corporate foundation and individual donors.
15. Coordinates productions and mailing of appeal letters.

## COMMUNITY BASED ORGANIZATION PARTNERS (CBOP)

16. Schedules meetings for staff with potential donors, shareholders, and partners.
17. Maintains calendar of grant opportunities, including status.
18. Assists media and donor kits for events and meetings.
19. Updates and maintains CBOP's social media presence, including scheduling Facebook updates.
20. Drafts news releases, media alerts, and other stories, as needed.
21. Updates the CBOP's website when needed.
22. Reaches out to community organizations, general public, and donors with CBOP announcements and messages.
23. Promotes and builds good working relationships with staff of CBOP. Embraces mission. Works with team; assists whenever and wherever needed/required.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Business Administration, Health Care Administration, or social/human services, or related field, from an accredited college or university.

### Preferred Qualifications

- Masters Degree in Business Administration, Social Science or related field, from accredited College or University
- Two (2) years of experience in administration in non-profit organizations, preferred.

### Competencies

To perform the job successfully, an individual should demonstrate and/or possess the following competencies:

Strong program management skills	High-energy, self-starter
Excellent customer service skills	Strong interpersonal skills
Ability to speak and write clearly and concisely	Excellent organizational skills
Ability to type, file, enter data, and perform bookkeeping	Ability to work in a team environment
Ability to analyze, research, and interpret data	Confidentiality
Ability to work with a diverse group of people	Flexibility
Strong time management skills	Stellar public relations skills
Advanced technical skills	Strong speaking skills
Proficient with social media technology	Excellent planning skills

### Language Skills

## **COMMUNITY BASED ORGANIZATION PARTNERS (CBOP)**

Ability to read and comprehend instructions, correspondence, and memos. Ability to effectively write complex correspondence, speeches, and articles for publication. Ability to effectively present information in one-on-one and small group situations to leadership, Board of Directors, community members, visitors, and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have proficient knowledge of Microsoft Office Suite products, emails, group messaging, data collection, program management, and other database and spreadsheet programs.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk, hear, and/or use repetitive motions. The employee is occasionally required to stoop, climb, balance, pull, push, and reach. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must occasionally lift and/or move up to 30 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

### **CBOP Equal Opportunity Employer Statement**

Community Based Organization Partners (CBOP) is an equal opportunity employer. CBOP prohibits discrimination and harassment of any type and affords equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, or any other protected class.

### **Disclaimer - Other Duties**

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.



**CBOP**

*Community-Based Organization Partners*

## COMMUNITY BASED ORGANIZATION PARTNERS (CBOP)

### Signatures

**Employee Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Employee signature above constitutes employee's understanding of requirements, essential functions, and duties of this position)

**Executive Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_