



Town of Palm Beach United Way - Administrative Assistant (Part-time)

www.palmbeachunitedway.org

POSITION: Administrative Assistant
SALARY RANGE: \$15.00 per hour
FLSA CLASSIFICATION: Non-Exempt
TYPE: 16-24 Hours per week (flexible days)
REPORTS TO: CEO

Small office is currently hiring a Part Time Administrative Assistant. The position offers flexible hours Monday through Friday. We are seeking someone who would be available to work 16-24 hours each week. We are not open evenings or weekends. The starting pay is up to \$15 per hour. The ideal applicant will have had some experience in a professional office as an Administrative Assistant, Executive Assistant, Office Manager Receptionist, etc. The position is needed to assist with general work overflow. This includes pulling records, filing, faxing, scanning and some internet research. This position is a permanent part time role.

Job Duties and Responsibilities

- Provide administrative support to the CEO and Director of Resource Development
- Make thank you calls to donors
- Maintain and update donors' e-mail addresses, mailing addresses, and phone numbers
- Processes outgoing mail, delivering mail to the Post Office as necessary.
- Attends to phone calls.
- Assist in the execution of special events
- Perform other duties as assigned
- 3-5 years of experience in a similar position
- Flexible and adaptable – able to manage multiple projects and deadlines in a demanding environment
- Demonstrated experience showing initiative and working with minimal supervision
- Collaborative, articulate, and a strong communicator
- Super attention to detail and accuracy
- Advanced computer knowledge, including strong experience with Microsoft Word, PowerPoint and Excel. Proficient in internet research. Knowledge of social media

Interested candidates should send resume to Beth Walton, at
bethwalton@palmbeachunitedway.org

No phone calls or walk-ins.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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