



community foundation  
Holland/Zeeland Area

## Administrative Assistant

Do you have an eye for detail, love working with people and want to be part of an organization making a positive difference in our community?

The Community Foundation is looking for a new **Administrative Assistant** to do just that.

### **Why we are hiring an Administrative Assistant:**

We are looking for a new individual to step into this important position on our team. As a small office, the Administrative Assistant plays a critical role in ensuring the office runs smoothly and that every person who calls or walks through our doors has a welcoming, positive experience. The Administrative Assistant is a fully in-person, on-site role. The Administrative Assistant is involved in key customer service and financial processes and provides administrative support for all areas of CFHZ's work. As a growing organization, we need the person who serves as Administrative Assistant to support our office and staff in providing the best possible service to our community.

The mission of the Community Foundation of the Holland/Zeeland Area (CFHZ) has two parts; building and managing a permanent philanthropic endowment dedicated to ensuring the Holland/Zeeland area continues to thrive, and providing services to local donors to help them achieve their charitable giving goals. Both involve a significant amount of philanthropic dollars coming in and out of the organization. The Foundation has over 650 charitable funds which collectively have more than \$100 million in assets, and in 2020 these funds received more than \$10 million in new gifts and distributed more than \$10 million in grants back into the community. It is an exciting time at the Community Foundation, and we need someone to help keep us organized and set up for success as we see interest in our organization and the services we have to offer continue to grow.

### **How you would spend your time:**

- Serving as the first point of contact by phone or in-person for those interacting with CFHZ and providing general office management and hospitality to ensure CFHZ provides a positive and productive environment for guests and staff, including scheduling and coordinating internal and external meetings
- Providing executive administrative support to the President/CEO and general administrative support to all other CFHZ staff and departments
- Processing grant distributions
- Managing database to keep up to date and accurate

### **What characteristics/skills you need to be successful in this role:**

- Finds fulfillment in providing exceptional administrative support across a wide range of organizational functions
- Detail-oriented, accurate, and organized
- Enjoys interacting with people and providing professional customer service to both external and internal audiences
- High comfort level working in a fast-paced environment

# Administrative Assistant

- Outstanding Excel and database management skills, previous experience preferred
- High comfort level engaging with a cross-cultural, cross-generational range of community members
- Relationship-oriented, able to quickly learn and recognize names and faces
- Flexible and adaptable to changing priorities, responds to interruptions and unexpected requests with a positive attitude
- Strong communication skills, anticipates the needs of others, filters information and requests effectively
- Punctual and reliable attendance with minimal last minute schedule changes
- Comfortable spending the vast majority of work time in the office at the front desk and enjoys working on a computer with data and spreadsheets
- Wants to have a positive impact on the Holland/Zeeland area

## How you will be compensated:

- Full time, 40 hours per week, \$17 per hour
- Paid time off—20 days per year, plus 10 holidays and 7 half day summer Fridays
- Employee health, vision, and dental benefits (CFHZ pays 80% of premiums for employees), family coverage also available
- Employee assistance program for mental health counseling
- Simple IRA account with 3% employer match
- Individual professional development budget
- Constant sense of fulfillment from spending your days helping steward financial resources for the betterment of our community

## Why you might want to work with us:

We love the work that we do in Holland/Zeeland, and it shows. We're certain you'll enjoy being part of positive action, as the Community Foundation continues to be involved in just about every community-improvement project and initiative in town. Located in the heart of downtown Holland, our home base is a beautiful office condo in the Plaza East Building on 8th Street. We are looking for the right person to join our talented and dedicated team who will share our commitment to excellence, integrity and building strong relationships with those we serve. We're also proud to have been recognized as "Good for Employees" by Local First! Ask our staff, and they'll tell you there's nothing better than using your time and talents to help make Holland/Zeeland the best place it can be.

## Interested in pursuing this opportunity further?

Send an email to [info@cfhz.org](mailto:info@cfhz.org) by **Monday, June 14<sup>th</sup>**. With your email include a resume and cover letter. In your cover letter, specifically address how an administrative role that incorporates both people skills and computer skills is the right fit for you.

Interested individuals are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis.

All are welcomed and encouraged to apply. The Community Foundation of the Holland/Zeeland Area (CFHZ) will provide equal employment opportunity and not unlawfully discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, gender identity, citizenship status, religion, height, weight, veteran status, genetic information, pregnancy, or any other status protected by law.