



The Children's Heart Foundation™

Sample Job Description: Administrative Assistant

Reports To: Executive Director
Status: Non-Exempt

Job Summary:

The Administrative Assistant is responsible for providing professional administrative support to ensure that CHF's office operates in an organized, efficient and professional manner. This position provides the necessary leadership skills to work effectively with the Senior Management Team, staff, volunteers and donors to accomplish the strategic goals of the foundation.

Responsibilities:

- Provides administrative support to the Senior Management Team, including but not limited to detailed calendar management, answering the front office multi-line telephone system at national headquarters, mail pick up & processing, coordinating daily / semi-weekly deposits at national banking partner institution, invitation coordination and travel coordination.
- Coordinates meetings (both on & off site) including attendee management, materials preparation, room set up & issue resolution.
- Maintains assigned filing systems by creating pdf copies of documents, creation & coordination of project folders as well as policy & procedure files.
- Coordinates the flow of organizational literature and materials by processing all materials including the proper distribution or filing of materials.
- Coordinate the shipment of organizational materials via USPS, UPS or FedEx.
- Ensure Conference Room remains clean & stocked with supplies.
- Other responsibilities and duties as assigned.

Qualifications:

- 3-5 plus years of relevant experience in working in Administrative Assistant roles.
- Bachelors degree preferred.
- Excellent computer skills and proficient in Excel, WORD, DonorPerfect and Quickbooks (Photoshop skills area plus).
- Excellent communication skills both verbal and written.
- 2-3 years of experience in bookkeeping.
- Ability to self-start, work independently and achieve high standards to meet multiple deadlines.
- Excellent interpersonal and problem solving skills
- Position is located at CHF's headquarters in Lincolnshire, IL
- Must be available for special events and training (some weekend and holiday work required)
- Part time position to start (20-30 hours per week).
- Salary for position is commensurate with experience.
- Start date is effective January 8, 2018.
- Interested parties contact info@childrensheartfoundation.org

P.O. Box 244 • Lincolnshire, IL 60069-0244
(847) 634-6474 • Fax: (847) 634-4988 • www.childrensheartfoundation.org