



## Position Description

<b>Position:</b>	Administrative Specialist
<b>Employee Status:</b>	nonexempt, part time
<b>Hourly Wage:</b>	10-20
<b>Average Hours per Week:</b>	7-14

## POSITION OVERVIEW

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Serve as an advocate for United Way of Mid & South Jefferson County to the community. The Administrative Specialist will provide general office support to the organization.

The United Way MSJC office is one that does not have room for discord; we work as a team and family for the betterment of the community.

## BASIC POSITION DUTIES

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- Prepare Deposits
- Develop/Maintain Spreadsheets & Databases
- Organization of Inventory & Supply
- Assist with Large Projects & Special Events
- Other duties as assigned

## BENEFITS

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Full-Time is 30 hours of more with the expectation of 35 hours on average. Salary/Hourly Pay to be determined, based on experience. United Way offers holiday and vacation leave to all full time staff. Employer paid life & disability insurance is offered to all full-time employees after 6 months of employment. Stipend for cell & health cost may be offered, depending on position. The office is also closed two weeks during school holidays in December with full pay.

Part-time is up to 29 hours per week. Salary/Hourly Pay to be determined, based on experience. Part-time employees do not receive holiday or vacation pay. The office is also closed two weeks during school holidays in December with full pay.

Employees are eligible after 3 continuous years of service to participate in the IRA retirement plan. Other benefits for full-time employees may be discussed.

## BASIC JOB REQUIREMENTS

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- Minimum of 2-years office experience
- Customer service oriented (friendly, professional, outgoing, energetic and detail oriented)
- Proficiency in Microsoft Office, Excel & Power Point

- Excellent Written & verbal communication skills
- Possess ability to handle multiple tasks & prioritize
- Must be dependable & punctual
- Ability to work independently
- Must have a flexible, team-oriented and professional demeanor
- Ability to quickly assess needs of customer and make appropriate referrals
- Professional Use & Understanding of Social Media and Mass Media
- Must have valid Driver's License, some local travel required, Provide own transportation  
(Mileage Provided when submitted with required documentation)
- Must be able to lift & carry at least 20 pounds
- Experience & skill in Microsoft Outlook, Excel, Word, mail merge and general computer use
- Provide own transportation

### **APPOINTMENT & SUPERVISION**

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This position is appointed by the CEO and supervised by the CEO.

**To Apply:**

**Send letter of interest and resume to  
[Janie@unitedwaymsjc.org](mailto:Janie@unitedwaymsjc.org)**