

**Oshkosh Area Community Foundation  
Job Description**

**JOB TITLE: Office Assistant**

**REPORTS TO: President/CEO**

---

**Position Summary:**

The Office Assistant will be responsible for overall office coordination and management of the organization's database.

**Position Hours:**

Hourly position for 36 hours per week (8:00am – 4:30pm Mon-Thurs, 8:00am – noon Fri).

**Principal Duties and Responsibilities:**

1. Office Coordinator

- Responsible for answering the phone, greeting visitors and relating with donors, the public and community organizations.
- Accept mail and deliveries and disperse to the respective staff person. Deliver outgoing mail to the post office, or other courier service, as needed.
- Organize and maintain hard copy documents and electronic files.
- Maintain supply levels, including ordering office, maintenance, kitchen and bathroom supplies (which may include delivery, pick-up and stocking).
- Oversee the operation and maintenance of equipment, including copier, fax machine, postage machine, telephone system, etc.
- Report any office maintenance issues to the President/CEO and staff.
- Schedule Foundation meetings and order food and beverages, as requested.
- Oversee the office meeting room calendars for scheduled meetings and ensure that the meeting rooms are stocked and orderly before and after meetings.
- Keep staff informed of office security procedures.

2. Database Coordinator

- Maintain the database, including updating board and committee lists and other profile information.
- Export, organize and review mailing lists, per specific parameters.
- Export reports from database per staff requests.
- Export invitation lists, record RSVP's and generate nametags for Foundation events.
- Document meeting notes at the request of the CEO and staff.

3. Other Responsibilities

- Assist with the creation of fund agreements and related mailings.
- Assist with composing grant and scholarship letters and contracts.
- Work with Development & Communications Manager to provide information for marketing materials and assist with proofreading, as requested.

4. Additional Duties:

- Attend and assist at Foundation events, as requested by staff.
- Assist staff with other projects, as requested.
- Attend staff meetings.
- Document meeting minutes on an as needed basis.
- Deliver information into the community, as needed

**Knowledge, Skills and Abilities Required:**

- Strong organizational skills, with attention to detail, as well as ability to envision entire scope.
- A personable, credible, caring person with a deep sense of commitment to the community.
- Comfortable working with diverse groups of people.
- Proficient knowledge of computers and experience with Word, Excel, databases, etc.
- Knowledge of non-profits desired, but not necessary.

**Work Relationship and Scope:**

- Reports to the President/CEO.
- Works closely with staff and Board to meet the needs of the Foundation.

**Work Conditions:**

Work is performed primarily in the City of Oshkosh.

**Measures of Performance:**

- Overall satisfaction of the President/CEO.
- Effective communication skills and development of a good working relationship with other employees and the community.

**General:**

This job description describes the general nature and level of work performed by employees assigned to this position. "Principal duties and responsibilities" describe those functions considered essential to the performance of the job. This description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by the President/CEO or staff. All requirements are subject to change over time at the discretion of the President/CEO and to possible modification to reasonably accommodate individuals with a disability.