Kenosha Community Foundation Executive Assistant

**Position Description**
This newly created position actively develops long-term operational capacity by creating systems to manage complex projects and drive the growth of a mission-driven organization.

The ideal candidate will:
1. Provide administrative support to Executive Director and conduct business on behalf of the organization.
2. Sustain relationships with internal and external constituencies (Board, committees, volunteers, donors) while ensuring ongoing communication and cooperation across various functions.
3. Be proficient in the use of Microsoft applications with willingness to adopt new technologies.
4. Implement comprehensive communications strategies in consultation with marketing experts.
5. Deploy organizational infrastructure and systems to organize—and ensure compliance with—stated policies, processes, and budgets.
6. Analyze, monitor, and translate organizational impacts and outcomes.
7. Coordinate priorities within a complex environment that aligns resources with opportunities.

**Professional Qualifications**

Written Communication: Expresses ideas in writing in a clear and organized manner.

Interpersonal Skills and Partnering: Considers and responds appropriately to the needs and capabilities of different people in different situations; is tactful, compassionate, and sensitive, and treats others with respect.

Problem Solving: Identifies and analyzes problems; prioritizes projects and tasks; contributes and provides solutions and resolutions to individual and organizational issues.

Customer Service: Balances interests of a variety of clients; readily re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; is committed to continuous improvement of services.

Accountability: Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for roles and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans, focuses on results and attainment of outcomes.

Performance/Service Motivation: Creates and sustains an organizational culture which permits the delivery of quality services. Enables others to acquire the tools and support needed to perform well. Influences others toward a spirit of service and meaningful contributions to deliver mission.

Detail-Orientatation: Conducts tasks with special attention to detail, controls for quality of all written communications.

**Conditions of Hire/Application Instructions**
This is a part-time position at $20-25/hour for 20 hr./weekly in a flexible/remote work environment. Send resume and cover letter to agreil@kenoshafoundation.org Application materials received by December 16, 2022, will receive priority consideration.