



Position: **Office Assistant**  
Department: **Finance/Administration**  
Reports to: **CFO/Director of Administration**  
**February 10, 2017**

### **Position Overview**

The Office Assistant is a highly-visible, detail-driven administrative position critical to the success of the Foundation. The position performs key functions related to general office and facilities management, including but not limited to office support, reception and hospitality for the Foundation staff and visitors. Additionally, the Assistant serves as the point person for all meetings hosted by external groups in the Foundation space, including reservations, hospitality, A/V and room set up. The Coordinator serves as primary reception for all office visitors, incoming phone calls to the Foundation. As with all TCF staff, the position is expected to assist with work and projects necessary to meet TCF's strategic goals.

### **Duties and Responsibilities**

#### **1) Facility coordination (30%)**

- Manage scheduling of primary "public" spaces, including Board Room, Conference Rooms and Gathering Place
- Maintain conference reservation system for internal (TCF-led) and external meetings and events
- Coordinate meeting logistics including room setups, catering, A/V
- Communicate policies with external constituents regarding room usage
- Greet and assist external constituents during meeting period(s)
- Identify, with assistance from TCF management, policies and practices to ensure greater efficiency and effectiveness of room usage
- Identify and procure equipment and supplies related to room usage, including hospitality items

#### **2) Event coordination (20%)**

- assist TCF staff with event logistics for on-site and off-site meetings and events, including catering, A/V needs, room set up
- Provide assistance with registration lists, nametags and other peripherals related to events
- Coordinate hospitality and reception for on-site meetings including beverage service, greeting guests and other duties

#### **3) General Reception and Hospitality (20%)**

- Perform or arrange for coverage of reception duties, including:
  - Admittance of visitors or deliveries
  - Answering phone or arranging for coverage of main phone number,
  - Recording and updating voicemail for main number.
- Serve as back up for pick up, sorting and distribution of incoming mail to the Foundation

#### **4) Office Support (30%)**

- Coordinate maintenance of common areas of the office
- Organize and maintain office supplies for staff, and other supplies in conference rooms, break room and huddle areas
- Coordinate supply of TCF publication in storage and on display
- Interface with lease management company for basic facility maintenance and work orders
- interface with IT support service for general issues related to IT, including internet, wi-fi, and general troubleshooting
- Interface with other vendors related to facility, including floral, catering, etc.

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**Desired Experience, Education and Skills**

- Bachelor's degree or requisite administrative training
- Administrative work experience with a focus on event coordination and facilities oversight
- Microsoft Office skills, emphasis on Word, Excel, Outlook and PowerPoint
- Excellent written and verbal communication skills
- Able to lift items 25# or more and move furniture (wheeled conference tables)
- High level of energy; proactive, self-starter with strong sense of ownership; ability to complete assignments independently, efficiently and in a timely manner
- Excellent customer service skills and ability to work cooperatively with colleagues and constituents
- Ability to adjust activities and priorities and take on new responsibilities in a fast-paced environment
- Commitment to the Foundation's goals and mission

**Desired Skills and Qualities**

- Strong commitment to teamwork
- Ability to be flexible and willingness to adjust activities and priorities and take on new responsibilities
- Thrives in a fast-paced environment and brings a sense of humor to the position
- Excellent oral and writing skills
- Excellent interpersonal skills, including the ability and willingness to work closely with other colleagues as a team and experience and comfort in working with high net worth individuals
- Projects a sense of empathy and understanding when dealing with others, both internally and externally
- Applies creativity and good judgment in addressing donor and nonprofit related issues in a professional manner

**To apply, please submit a letter of interest and resume by February 17, 2017 to Anne Wolf, Human Resources Associate, at [anne@trianglecf.org](mailto:anne@trianglecf.org).**