



**Position Title:** Office Administrator

**Work Schedule:** Full time: 40 hours/week, occasional evenings and weekends

**Compensation:** \$15-17/hour, negotiable

Park City Community Foundation is looking for a friendly, detail oriented, tech-savvy, self-starter to maintain an organized and efficient work environment. They will manage our daily office operations, database, bookkeeping tasks, and contacts, in addition to supporting our grant administration, development mailings and other internal and external communications, and will support other staff members.

Our mission is to strengthen our community through collaborative giving and action. We do this work through our values of partnership, professionalism, leadership, and innovation. The work environment is fast-paced with a focus on excellence; we are mission focused and stress a positive, accountable work environment.

#### *Responsibilities*

- Finance & Donor Service Support: process grant and invoice requests and monthly pledge letters. Make weekly bank deposits, process credit card transactions, file, and perform other support tasks as needed.
- Development Support: Process gifts and gift acknowledgements, maintain accurate database and contacts, coordinate and compile mailings, maintain office and event supplies.
- Grant Support: assist in organizing and preparing documents, communications, and events for grant programs. Assist donor advisors with grant requests. Assist with Live PC Give PC nonprofit registration and toolkit documents.
- Executive Support: handle HR & benefits renewals, pricing, and compliance; coordinate meetings and office space; record board of directors' meetings.
- Communication Support: manage database and contacts, update website and digital templates, help with mailings.
- Office Support: oversee day-to-day tasks such as mail, supplies, organization, recycling, etc. Lead on fulfillment activities such as thanking donors and volunteers.

#### *Qualifications*

- Minimum two year degree, preference to a Bachelor's Degree
- One year experience as administrative assistant preferred.
- High-level computer skills
- Detail oriented
- Comfort and enjoyment of administrative tasks including data entry, filing, and more
- Friendly and comfortable interacting with donors and other people
- Able to balance priorities
- Familiarity with Microsoft Office, Salesforce, mailchimp, Boarddocs, Razoo a plus

#### **To Apply:**

Please email a cover letter and resume to Katie Wright at [katie@parkcitycf.org](mailto:katie@parkcitycf.org)