



Position Title: Office Administrator

Work Schedule: Full time, 40 hours/week

Compensation: \$15-17/hour, negotiable. Benefits included for full time.

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

Park City Community Foundation is creating an enduring philanthropic community to benefit all the people of Park City. Our mission is supported by our pillars: Expert Philanthropic Advisory Services, Proven Financial Stewardship, Foundational Presence, and Wide Community Impact.

The work environment is fast-paced with a focus on excellence; we are mission focused and stress a positive, accountable work environment.

Responsibilities

- Executive Support: handle HR & benefits renewals, pricing, and compliance; coordinate meetings and office space; record board of directors' meetings.
- Finance & Donor Service Support: weekly processing of gifts and invoice requests, including database entry and filing. 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.
- 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 in administrative work 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 Sam Mueller at sam@parkcitycf.org