

Posting Number

Position Title Administrative Assistant for Trust Administrator

Department City Manager's Office/Contributions

Job Code**FLSA Status**

Union Affiliation Unrepresented

Pay Grade

Job Description Summary The Trust Administrator is also the Executive Director of the

Community Foundation of Central Missouri. This part-time position (15 hours per week) will work in support of the Trust Administrator. While there are creative elements to the position, the majority of responsibilities are administrative. The assistant will help fulfill the following:

- Database management
- Proofreading
- Deadline Management
- Email communications
- Filing
- Conversion of paper files to digital
- Prepare forms
- Letter preparation and mailing
- Communicate with investment team
- Communicate needs to web designer
- Social media posting
- Other duties as assigned by the Trust Administrator

Minimum qualifications

- Associate/Bachelor's degree preferred, or previous work experience commensurate with the professional nature of a nonprofit or municipal setting.
- Be at least 25 years of age

- Have excellent computer skills, including Microsoft Office, and Google Drive
- Be organized
- Possess the ability to meet assigned deadlines
- Be a quick learner
- Have a pleasant demeanor when communicating with clients and donors
- Use excellent grammar when composing emails, letters, or posts
- Possess patience for completing routine tasks
- Be reliable, yet flexible, regarding work schedule and responsibilities
- Possess personal confidence to suggest best practices to the Trust Administrator
- Appreciate the work of the nonprofit sector and municipal government

Supervision Exercised

Starting Salary	\$14.00/hr
Open Until Filled	No
Deadline to Apply	May 15, 2018
Number of Positions Available	1

Notice to Applicants

Special Instructions to Applicants	<p>This is a temporary position, but with potential longevity.</p> <p>Because it is classified as a temporary position, there are no employee benefits in addition to salary.</p>
Hours	Three hours each work day, M-F, to be agreed upon in advance
	with the Trust Administrator, 10am-1pm, 1-4pm, or 2-5pm