

## WE ARE HIRING: Administrative Assistant

**Type:** Part-time   **Location:** 777 S. 15th Street, Marion, IA 52302

The Marion Independent School Foundation & Alumni Association is a nonprofit organization dedicated to raising funds and support to meet the needs of students, staff and families in the Marion Independent School District. This position provides an opportunity to use your administrative skills to keep our office running smoothly.

We are looking for a **part-time Administrative Assistant**. Schedule is flexible within Monday-Friday business hours; approximately 10-15 hours per week. Starting wage is \$20/hr. The ideal candidate is highly organized, comfortable using spreadsheets, and willing to jump in and create organizational systems. Microsoft Office skills are a must. A detail-oriented, organized individual who manages time well is right for this role.

### APPLICATION

Apply by sending a resume, cover letter and two references to [marionfoundation@marion-isd.org](mailto:marionfoundation@marion-isd.org) by March 9. Candidates will be reviewed on a rolling basis.

### JOB DUTIES

- Responsible for coordinating behind-the-scenes functions for Foundation programs and events including, but not limited to, managing volunteers for Start School Right, contacting and coordinating with local businesses for Dine Out, and organizing scholarship and grant applications.
- Maintain the alumni/donor database and produce reports as requested.
- Support fundraising efforts by providing administrative support for events including, but not limited to, preparing print materials, securing donations and tracking donor acknowledgements.
- Provide communication support by answering phones and assisting with email correspondence.
- Engage local volunteers to meet office and event needs.

- Organize and maintain electronic and paper files.
- Keep inventory of supplies for administrative use and events.
- Assist with the preparation of materials for Board of Trustees monthly meetings, committee meetings and annual scholarship awards.
- Other administrative duties as assigned.
- Promote the mission of the Marion Independent School Foundation & Alumni Association.

### REQUIREMENTS

- **Communication Skills:** Excellent written and verbal communications. Listen and seek clarifications. Professional and approachable; exhibits superior customer service skills.
- **Computer Skills:** Advanced level proficiency with Google Suite, Microsoft Word and Excel needed to enter and update data, mail merge, craft letters, and create labels, spreadsheets, and forms. Familiarity with Canva preferred.
- **Detail-oriented:** Demonstrate accuracy and thoroughness; monitor own work to ensure quality and organization. Strong attention to detail.
- **Initiative:** Able to multitask in a high-speed work environment. Handle challenging demands and unexpected events with an upbeat/positive attitude. Willing to change the approach to best fit the situation.
- **Integrity:** Demonstrate ability to work independently and as part of a team; exhibit sound judgment with prioritization and time management skills. Treat others with respect and consideration.
- **Organized:** Responsible for logging donations, completing bank deposits, and managing payables in conjunction with external accounting staff.