



# LIVE UNITED

## Administrative Assistant

Reports to: Director of Resource Development

Position provides support to the President and Resource Development team and performs a variety of duties to further the mission of the United Way of Southwestern Indiana while exercising good initiative, independent thinking, and judgment.

### Key Responsibilities:

- Manage Direct Mail process, including coordinating recipient lists (ensuring its accuracy).
- Manage event invitations for Resource Development, Day of Caring, etc. (and work to ensure the accuracy of the invitation lists)
- Coordinate special events, including leadership donor receptions, Annual Meeting, Day of Caring, and more
- Support Day of Caring checklist (including volunteer communication/assignments/etc., event details, etc.). Utilize Constant Contact for event communication.
- Prepare and maintain campaign reports for staff and committees, as needed
- Coordinate Campaign trainings and meetings
- Manage Campaign Calendar and coordinate campaign material requests
- Manage website updates, including the “You Can Help” list
- Help walk-in clients in need of services and referring them to our 2-1-1.
- Update and maintain Board of Directors communications including board books and meeting packets
- Manage Board and Campaign Cabinet minutes
- Handle general duties as related to the overall function of the office

### Position Requirements:

- Associates Degree and/or Bachelor’s Degree and at least 3 years of experience in an administrative support position preferred
- Proficient in database management and Microsoft Office including Word, Excel, Outlook, and Power Point
- Working knowledge of editing Adobe InDesign and Acrobat, and have the aptitude to learn specialized software
- Knowledge of HTML and Style sheets are helpful.
- Experience managing and/or supporting special events.
- Strong organizational skills with attention to detail
- Self-starter who has the ability to work in a fast paced deadline-oriented environment, and is comfortable working with diverse groups of people

### TO APPLY:

To respond to this opportunity, please submit your resume to: [HR@unitedwayswi.org](mailto:HR@unitedwayswi.org)

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.