

WAYNE COUNTY COMMUNITY FOUNDATION

Position: Executive Assistant

214 Ninth St. Honesdale, PA 18431.

Non-exempt 40 hours a week in- person at a starting salary of \$40,000 per year with some benefits offered by the organization and generous PTO.

General Responsibilities:

With the support of the President/CEO, the Executive Assistant is responsible for supporting the President/CEO with coordinating, scheduling and preparing for meetings, special event planning, fundraising and development and assisting with social media marketing . Other key duties include administrative and clerical support and reception duties including greeting guests to the Foundation offices.. The position reports directly to the President/CEO.

Job Responsibilities:

1. Support the President/CEO with coordinating and planning meetings and special events
2. Support fundraising efforts of the Foundation
3. Plan and implement social media marketing and communication efforts
4. Support strategic planning implementation
5. Support the President/CEO with clerical and administrative tasks as assigned
6. Help coordinate and plan fundraising events including legacy giving, board meetings, annual dinner, NEPA Gives.
7. Other duties as assigned by the President/CEO.

Professional Qualifications:

1. High Integrity; strong time management skills
2. Marketing skills (social media, newsletters and digital marketing)
3. Strong organizational ability including planning, delegating, program development and facilitation
4. Photography skills preferred
5. Ability to convey a vision of the Wayne County Community Foundation's strategic future to the Board, community groups, volunteers and especially prospective donors.
6. Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
7. Strong written and oral communication skills. Copy editing skills are a plus. Must be able to use word processing computer capabilities.
8. Strong experience and familiarity with technological assets to include websites; Facebook, Instagram and other social media options to promote the mission of the Foundation.
9. Ability to work well independently and part of a team
10. Some evenings and weekends are required on occasion for special events and programs

Additional Requirements:

Physical Requirements: able to sit at a computer for multiple hours at a time.

Equal Employment Opportunity

Wayne County Community Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law.

To apply, please email resume and cover letter to info@waynefoundation.org. No phone calls please. Applications will be accepted until Friday, March 24, 2023.