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# UNITED WAY OF NORTHWEST LOUISIANA JOB DESCRIPTION

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**JOB TITLE:** Administrative Assistant  
**REPORTING TO:** Director of Impact and Financial Stability Program Director  
**DEPARTMENT:** Community Impact  
**EXEMPT OR NON-EXEMPT:** Exempt

**PURPOSE:**

This position contributes to the achievement of United Way of Northwest Louisiana's mission and vision by supporting the Impact staff with a wide range of executive administrative services.

**REQUIRED SKILLS:**

- Detail-oriented with the ability to multitask
- Ability to manage time effectively, organize multiple tasks, and meet deadlines
- Interpersonal skills
- Computer literate, proficient with Microsoft Word and Outlook, spreadsheets and the use of databases and websites
- Must be a team player that is willing to learn and grow in their position
- Must be a self-starter
- Valid driver's license, automobile insurance and reliable transportation

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee/intern to successfully perform essential job functions. Reasonable accommodation may be made to enable an individual with disabilities to perform the requisite essential functions.

This position involves a variety of activities and may include: sorting, packing, stocking, loading and unloading of program supplies; participating in community fairs and other off-site activities, including set-up and tear-down; and in assisting in specific impact projects/events. These activities involve the ability to twist, pull, push, lift, (up to 50 lbs.), bend, squat, climb, walk, stand, and sit for extended periods; use of dolly; manual dexterity; and visual acuity for driving and computer use.

**KEY ACCOUNTABILITIES AND RESPONSIBILITIES:**

- Gain knowledge of United Way of Northwest Louisiana's internal programs and initiatives
- Represents UWNWLA professionally and enthusiastically and serves as an organization ambassador
- Engages effectively with staff and volunteers in the spirit of teamwork with passion for our mission
- Provides exceptional customer service to both internal and external stakeholders
- Enter and approve registrations in the Book Order System (BOS) for Dolly Parton's Imagination Library
- Maintain Bank On marketing and outreach budget files and expense reports

- Assist the Impact staff with coordination of volunteer and Bank On events, including helping with invitations, reminders, tracking attendance, decorations, food, gifts/door prizes, and entertainment as needed.
- Schedule all Financial Stability committee meetings and Strategic Volunteer Engagement Committee meetings
- Conduct research, collect and analyze data to prepare reports related to Financial Stability programs and Dolly Parton's Imagination Library
- Arrange and coordinate meetings and/or events, including location and accommodations planning, and assist in the set up and clean up; this also includes maintaining a mastery attendance list for every meeting and/or event conducted
- Record, transcribe, and distribute minutes of meetings or other items as assigned
- Assist with writing reports, invoices, notecards, postcards and prepare mailings
- Assists with other departmental needs and serve as back up to team members as needed for events, outreaches and program promotion as schedule permits

**SUPERVISION AND WORKING RELATIONSHIPS:**

Supervisory Direction Received: Works in support of and at the direction of the Director of Impact and Financial Stability Program Director

**PERFORMANCE MEASURING:**

- Develop, maintain, and ensure United Way master documentation, records, minutes, financials, invoices, etc. are filed correctly and is easily accessible
- Make rational decisions and be able communicate United Way services and programs.
- Maintains confidential information
- Completion of work assignments and projects in a timely manner, or as assigned
- Follow work procedures, policies, and directives of senior management
- Attendance at work, meetings and appointments
- Weekly reporting

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Job Holder Signature

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Date

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Supervisor's Signature

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Date

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