Position: **Part-Time Administrative Assistant**

Reports To: Executive Director, Methacton Education Foundation

Summary: Provide administrative support to the Executive Director and the Foundation by assisting in the management of daily Foundation operations. Position based out of office located within Methacton District Boundaries with some flexibility to work remotely. Occasional local travel to meetings and events will be required.

Essential Duties and Responsibilities include the following:
- Manage email, screen, direct and respond to incoming calls and inquiries
- Prepare materials and set up for Board meetings
- Attend monthly Board meetings (evening) and record meeting minutes
- Data entry and maintain donor management system
- Draft documents such as correspondence, rosters, reports, and agendas as needed
- Assist in organizing and maintaining server and Board documents
- Produce mailings using Microsoft Mail Merge
- Produce timely (within 1 week) thank you letters
- Schedule meetings and book space
- Support Board and Executive Director in event planning and execution
- Manage an effective and efficient office operation (calendar)
- Ensure that policies and procedures are followed
- Attend and document presentations as needed
- Perform other duties as assigned

Qualifications: To perform this job successfully, an individual must be able to perform essential duties satisfactorily.
- Work positively and professionally with a wide range of personalities
- Display excellent grammatical, editing and proofreading skills
- Possess the ability to follow verbal and written directions such as procedures
- Must have a keen eye for detail, accuracy and consistency
- Use independent judgment to prioritize tasks and direct projects
- Possess excellent organization and multi-tasking skills
- Must be able to recognize confidential information and maintain confidentiality
- Must possess strong interpersonal skills including decision-making and problem-solving abilities
- Experienced with Google Drive, Google Calendar, Gmail, Windows, Excel, Word, and PowerPoint
- Ability to quickly learn and implement new software/applications
- Experience with graphic design and web design a plus

Hours: Approximately, 8-10 hours per week with occasional adjustments based on special events

Compensation: Between $12-$15, depending on experience

To Apply: Please submit a cover letter and resume on our website: www.methactonfoundation.org/join