



**Job Title:** Administrative Assistant & Receptionist  
**Job Type:** Full-Time; Nonexempt  
**Reports to:** Director of Executive Communications & Strategic Initiatives

### **About Waco Foundation**

The mission of Waco Foundation is to promote solutions to community challenges, strengthen local nonprofits, engage philanthropists and manage charitable assets in order to improve quality of life in McLennan County.

### **Purpose**

The Administrative Assistant & Receptionist is an important member of the Waco Foundation team who provides administrative support critical to the operational execution of its mission while also serving as the Foundation's welcoming lead presence.

### **Nature of Work**

Work at Waco Foundation is highly suited for the individual who has a passion for: improving the world and particularly the local community, working very hard, problem solving, personal growth, and working with others. All positions at Waco Foundation offer opportunity for advancement and growth as a result of sustained, dedicated work.

### **A Successful Candidate Will Have:**

- A positive attitude inclusive of a desire to collaborate with a highly-skilled, hard-working team in a fast-paced environment
- The highest of ethical standards – including honesty, integrity, professionalism, politeness, courteousness and the ability to appropriately protect confidential information
- Passion for community engagement, learning and problem solving
- Aptitude in relating with a wide variety of persons comprising Foundation constituencies
- Ability to work independently and as part of a team in achieving deadlines
- Excellent analytical and organizational skills as well as the ability to multi-task
- Strong interpersonal skills, including excellent verbal and written communication skills
- Professionalism, diplomacy and flexibility as core character traits
- Dedication to quality, accuracy, and excellence

- Bachelor's degree required from an accredited college or university or experience equivalency as determined by the Foundation
- Desire to cultivate awareness of community needs and McLennan County nonprofit organizations
- Intermediate to advanced knowledge of Microsoft Office Suite and Windows OS
- Access to reliable transportation

**Work Hours:** Monday through Friday 8:30 a.m. to 5:00 p.m. with a one (1) hour lunch/9:00 a.m. to 5:00 p.m. with a ½ hour lunch.

**Pay Rate:** Commensurate with education and experience. The Foundation pays full health coverage for full time employees. Employees are eligible for the Foundation's retirement program following the completion of one year of service and 1,000 hours worked.

**Job Structure:**

Essential duties and responsibilities for the Administrative Assistant & Receptionist will include, but are not limited to, the following:

**Office Administration & General Support (45-50%)**

- Keep the daily operation of Waco Foundation running smoothly, assuring efficient and effective execution of Foundation workflow through:
  - Document and correspondence preparation, printing, and distribution
  - Scheduling, planning and preparation of various Foundation meetings
  - Ensuring a functioning office environment (including equipment troubleshooting, tracking environmental/work space issues, and upkeep of staff and Board break areas)
  - Regular updates to general Foundation contacts and contact lists
  - Care and storage of files, records and furnishings
  - Maintenance of office supply inventory and supply ordering coordination
  - Service as primary contact for office service and supply vendors
  - Hosting or co-hosting of meetings and production of agendas, minutes, and other meeting materials
  - Tracking office credit card and petty cash use
  - Assist with Foundation mailings
  - Research on Foundation- and community-related topics as requested
  - Support for new employee onboarding and awareness processes as needed

### **Receptionist (30-35%)**

- Serve as the lead receptionist for the Waco Foundation:
  - Greeting and welcome of all guests
  - Management and routing of incoming calls
  - Monitoring of online presence
  - Response to general inquiries
  - Administration of incoming and outgoing mail

### **Finance and Mission Office Support (20%)**

- Provide specific support to Foundation staff in the areas of finance and mission through:
  - Preparation of expense reimbursement schedules for select staff
  - Filing and maintenance of fund files
  - Filing and maintenance of grant files

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the successful candidate. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Waco Foundation does not discriminate on the basis of race, creed, religion, national origin, age, sex, veteran status, sexual orientation, disability, or any other legally protected status to the extent such discrimination may violate federal, state, or local law.

### **Application Instruction**

Interested candidates should submit a cover letter, resume detailing work history and fit, and references to [careers@wacofoundation.org](mailto:careers@wacofoundation.org) with the subject line “Administrative Assistant”. Resumes will be accepted until the position is filled.

*Revised 11/5/21 JS*