JOB DESCRIPTION

POSITION TITLE: Administrative Assistant, Foundation  
JOB CODE: 474G

DIVISION: Chief of Staff  
SALARY SCHEDULE: Office Clerical/Technician

DEPARTMENT: Cobb Schools Foundation  
WORK DAYS: 238

REPORTS TO: Executive Director, Foundation  
PAY GRADE: NCT7 Office Clerical/Tech Annual

FLSA: Non-Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides administrative support to the Executive Director, Cobb Schools Foundation and manages event functions.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 5 years of event management or administrative assistant experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Secretarial and administrative skills including but not limited to excellent written and oral communication; ability to multi-task; MS Office Suite; ability to use various types of office machinery including but not limited to copiers, scanners, printers and multi-line telephone system

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Supports the Executive Director of Foundation.
3. Routes and responds to correspondence accordingly.
4. Maintains an efficient paper and electronic filing system to support annual audits and bookkeeping
5. Manages donor/customer relation management system and has advanced knowledge of Excel.
6. Acts as Secretary of Cobb Schools Foundation Board by taking minutes and communicating with Boardmembers regularly.
7. Maintains bookkeeping records for Foundation and interfaces with CCSD Financial Services Department on monthly reconciliation and annual audit process.
8. Maintains the schedule and calendars.
9. Manages the annual scholarship process with the Cobb Schools Foundation Scholarship Committee.
10. Manages fundraising event budgets, sponsorships, preparing invoices, and payments.
11. Attends community meetings and acts as a representative of the Foundation.
12. Performs other duties as assigned by the appropriate administrator.

Signature of Employee ____________________________ Date ____________________

Signature of Supervisor ____________________________ Date ____________________