



EMPLOYEE NAME: [Click here to enter text.](#)

Created: Created: 2/16; Revised 5/17; 6/18; 5/19; 01/22; Revised 5/23

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 _____