

# United Way of Greater Hartsville



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Greater Hartsville

**JOB TITLE:** Assistant to Executive Director

**JOB CATEGORY:** General

**Department/Group:** General

**Position Available:** May 6, 2024

**Location:** Hartsville

**Travel required:** Local only

**Level/Salary range:** \$16 - \$18/hour

**Position type:** PT

**HR contact:** Executive Director

**Date posted:** 4/1/24

**Will train applicant:** Yes

**Posting expires:** Once Filled

**Posting URL:** <https://www.unitedwayofgreaterhartsville.org/job-openings>

**Internal posting URL:** N/A

## COVER LETTER & RESUMES ACCEPTED BY:

**Email:** [unitedwayhartsville@gmail.com](mailto:unitedwayhartsville@gmail.com)

**Subject line:** Open Position

## JOB DESCRIPTION:

### Role and Responsibilities

#### Office Assistant Tasks:

- Answering phones & taking accurate messages.
- Keep a detailed list of office and program supplies on hand.
- Place orders for office supplies (ie. paper, tape, pens, etc.).
- Place orders for program supplies (ie. beds, comforters, backpacks, coat boxes & lids, etc.).

#### Exec. Director Assistant Tasks:

- Create and keep accurate records of (PDF Print) orders for end of month financials.
- Create and keep accurate records of (PDF Print) bills (program expenses) for end of month financials.
- Assist walk-ins.
- Plan, Schedule, Prep for, and Complete in office bed pick-ups.
- Ensure pictures are taken or received for all bed/comforter distributions.
- Contact Current & Prospective businesses about Coats4Kids drive box hosting (July).
- Coordinate coat box drop-offs and pick-ups (coordination between businesses, yourself and volunteers).
- Coordinate volunteer utilization according to volunteer job description.
- Assist with planning and prepping for Business Fundraising Campaigns.
- Assist with planning and prepping for events within the office and in the community.
- Coordinate with the Marketing Director, as needed, on projects.
- Assist with modernization of record keeping.
- Continuously update the Community Resource book.

### Qualifications and Education Requirements

- High School Diploma or GED (Required)
- 1-2 years experience in office assistant role (Required)
- 1-2 years experience in personal assistant role (Required)
- Associates/Bachelors Degree in relevant field (Preferred)

### Physical Requirements

- Bending at the waist (Required)
- Reaching above head (Required)
- Lifting up to 30lbs. (Required)
- Standing for extended periods of time (Required)

### Preferred Skills

- Excellent Communication skills
  - Phone
  - Email
  - Written
  - Firm/Confident
  - Delicate and Understanding
- Proficient in Microsoft Suite of Products
  - Excel (Required)
  - Word (Required)
  - Power Point
- Proficient in Google Office Products
  - Google Docs (Required)
  - Google Sheets (Required)
  - Google Email
- Organizing Supplies/Rooms
- Ability to Prioritize Projects and Tasks
- Time Management
- Take and Transcribe Notes/Meeting Minutes

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### Additional Notes

This position reports directly to the Executive Director. The right person for this role is professional, confident and understands the needs of our community members. This person is also able to separate work and personal life.

### REVIEWED

**BY:**

Executive Director

**DATE:**

04/01/24

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**Approved by:**

Executive Director

**Date:**

04/01/24

**Last updated by:**

Marketing & Communications Director

**Date/Time:**

04/01/24  
11:00 am