***815 8th Avenue***

***Greeley, Colorado 80631***

***970-350-6052***

**Administrative Assistant**

**About The Weld Trust (“TWT”)**

The Weld Trust’s mission is, “To promote excellence in health and education in Weld County. “ We are a health conversion foundation whose beginnings came from the sale of North Colorado Medical Center in Greeley, Colorado in October 2019. TWT exists as a Supporting Organization to the North Colorado Medical Center Foundation. The two organizations have mirrored Missions and Boards. The NCMC Foundation does fundraising that benefits healthcare causes in Weld County, Colorado.

TWT is currently very young as a philanthropic foundation and has recently undergone a comprehensive strategic planning process. We have identified 7 key initiatives in health and education: Childhood Literacy, Access to Resources (K-12), Workforce Development, Housing Stability, Food Security, Behavioral Health, and Healthy Habits.

**About the Position:** The Weld Trust Administrative Assistant will provide clerical and administrative services and assistance requiring discretion and judgment.

Duties and Responsibilities:

1. Screens telephone calls and visitors and directs to appropriate parties. Provides information to callers, requiring detailed knowledge of department’s area of responsibility and general knowledge of company policies, practices, and operations.
2. Processes correspondence and reports from rough drafts, editing grammar, punctuation, or spelling as needed. This may include taking and transcribing dictation or meeting minutes involving general business and healthcare vocabulary and a limited range of specialized terminology.
3. Prepares, collates, and distributes various reports in a timely and accurate manner. This includes completing or handling recurring department projects or one-time projects, as directed by supervisor.
4. Performs confidential administrative functions on occasion where errors could have moderate effect on costs, such as typing, proofing, and assembling reports or proposals for outside agencies.
5. May provide clerical and administrative support to department staff, maintaining a high degree of confidentiality on all sensitive information to which the position is privy.
6. May maintain supply inventories by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies and verifying receipt of supplies.

1. Maintain donor information and event mailing lists by updating donor record to reflect change of address, new contacts, and new mail codes as needed.
2. Prepares donor stewardship materials as needed complete with updates from programs or departments supported with donor gifts.
3. Compare local obituaries to donor data, mark any constituent matches as deceased to stop solicitations.
4. Assist with financial team duties as needed.
5. Check local news sources for articles and information that should be circulated amongst staff.
6. Run reports to ensure all donors are properly recognized on the donor wall at NCMC.
7. Design as needed flyers, ads, and mailings.
8. Attend staff and community meetings.
9. Other duties as assigned.

Skills & Abilities:

1. Proficiency in Microsoft Office products with a background in and broad understanding of database management
2. Ability to multi-task and problem solve under sometimes short or conflicting deadlines, use exceptional organizational skills.
3. Able to work independently and as a member of a team.
4. Ability to deal effectively and courteously with the public.
5. Ability to maintain confidentiality, sound judgment, integrity and honesty.
6. Exceptional writing and oral communication skills including meticulous attention to detail.

Qualifications:

1. High School Diploma or GED Equivalent
2. Advanced computer skills using Microsoft Office, especially Microsoft Outlook.
3. Regular and predictable attendance and promptness
4. Must have the ability to prioritize, organize and multi-task workload in a faced paced environment and maintain a professional manner.

Pay Range: $42,000 - $54,000

Reports to the Director of Health Grants