



United Way of the Virginia Peninsula  
11820 Fountain Way, Suite 206  
Newport News, VA 23606

**How to apply: please send resume and cover letter to [info@uwvp.org](mailto:info@uwvp.org)**

**Job Title:** Administrative Assistant  
**Reporting to:** Vice President of Resource Development & Marketing  
**Department:** Resource Development  
**Exempt OR Non-exempt:** Non-Exempt  
**Classification:** Full-time, hourly

### **General Summary**

This position provides administrative support to the Vice Presidents of Community Impact, Resource Development and Finance. Supports year-round fundraising efforts. The Administrative Assistant responsibilities include data entry, scheduling meetings, providing customer service, and conducting basic administrative tasks to ensure efficient team functioning. A successful Administrative Assistant will demonstrate a strong team orientation and a commitment to innovation and continuous improvement.

### **Core Competencies**

#### **Administrative Responsibilities**

- Provide daily administrative support to the Vice Presidents
- Answering phone calls / greet people
- Manage office supplies and needs
- Create and maintain accurate and up-to-date records in Salesforce
- Generate and process thank you letters for donations

#### **Other**

- Volunteer and actively participate in projects and cross-functional teams or workgroups that support the work of the entire organization. Provide back-up support to other departments as required.
- Provide superior service that exceeds the expectations of both internal and external customers
- Staffs events including kickoff, thank you and other special events

- Other related duties may be assigned as necessary

## **QUALIFICATIONS**

### **Education and/or Experience**

- 3-5 years related experience in an administrative role and/or training; or equivalent combination of education and experience.

### **Skills/Abilities**

- Understand and demonstrate commitment to the vision, mission and direction of UWVP.
- Proven ability to manage and prioritize multiple tasks to meet deadlines.
- Strong attention to detail.
- Proficient in Microsoft Word and Excel
- Demonstrate ability to work independently
- Self-confident, professional manner, with sound judgment and discretion in managing confidential information essential
- Experience with CRM software. Knowledge of Salesforce a plus.

### **Language Skills**

- Excellent written and oral communication skills are critical.
- Ability to interact with and work well with a wide variety of people, including volunteers, donors, business and community partners, and community stakeholders.
- Ability to manage telephone and in person communication with strong customer skills including tact and diplomacy.
- Able to respond to inquiries or complaints from donors, agencies or members of the business community.