



Administrative Assistant

POSITION SUMMARY

The Administrative Assistant position will involve a blend of administrative duties, front office tasks and clerical responsibilities. As the (generally) first point of contact with Copper Shores, strong customer service, phone and interpersonal skills will be necessary. This position will also provide clerical support to management staff members. This position requires the ability to manage multiple responsibilities, excellent communication skills and the ability to thrive in a fast-paced environment.

GENERAL RESPONSIBILITIES

- Answer, screen and transfer incoming calls in a professional manner.
- Greet visitors and direct them to the appropriate person or department.
- Process and distribute all incoming mail and facsimile correspondence.
- Manage incoming and outgoing packages and deliveries.
- Provide administrative support to management staff to ensure efficient operation of the office.
- Schedule appointments, meetings, and conference rooms.
- Perform data entry, scanning, and filing of documents.
- Update and maintain office databases.
- Assist in the preparation and distribution of correspondence, memos, and forms.
- Establish and/or maintain appropriate filing systems for personnel, business and consumer purposes.
- Inventory, order and distribute all office supplies.
- Provide clerical support and coordination of events relative to Copper Shores events, activities, volunteer coordination, and other special events as identified/defined.
- Attend trainings and staff meetings for professional growth and development.
- Maintain front office area ensuring a neat and presentable work environment.
- All other duties as assigned

QUALIFICATIONS

Minimum Qualifications:

- High School Diploma or equivalent with at least 2 years relative work experience.
- Proven experience as an administrative assistant, front office representative, or clerical role.
- Valid Drivers License and reliable transportation.
- Proficiency in computer software applications include Microsoft Word and Excel.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- Attention to detail and problem-solving skills.
- Ability to work independently with minimal supervision.

Preferred Qualifications:

- Associates degree in General Business, Office Applications, Clerical Services or relative field.

TYPICAL WORK SCHEDULE

Monday through Friday, 8:30 a.m. – 4:30 p.m. and as needed

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Full Time, Non-Exempt Hourly

Copper Shores is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, paid time off, and a competitive salary that's expected to be between \$15.00 to \$17.50 per hour, depending on combined experience and education.

APPLICATION PROCESS

Mail or e-mail cover letter and resume to:

Natasha Berg
Director of Human Resources and Compliance
Copper Shores Community Health Foundation
400 Quincy Street
P.O. Box 299
Hancock, MI 49930
nberg@coppershores.org

Application review will begin immediately and the position will remain posted until filled.

AT WILL DISCLAIMER

It is the policy of Copper Shores that all employees who do not have a written contract with Copper Shores for a specific term of employment are employed at the will of Copper Shores for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES

MISSION

- To positively influence a healthful community through enhanced philanthropy and collaboration

VISION

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- and to build community capacity to shape outcomes

OUR VALUES

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

SUCCESS FACTORS

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community – We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support.

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.