

Office Assistant

About Austin Community Foundation

Austin Community Foundation is the catalyst for generosity in Austin. The Foundation brings together philanthropists, dollars and ideas to shape Austin's future. As a trusted local partner, ACF stewards approximately \$400 million in assets in more than 1,300 charitable funds. The work and leadership of Austin Community Foundation is focused on closing the opportunity gap through advancing economic security and affordable housing and data-driven grantmaking. Since its creation in 1977, the Foundation has granted more than \$450 million to nonprofits across Central Texas and beyond. Learn more at austincf.org.

What You'll be Doing

This position provides meaningful administrative support to the Foundation office and staff. This full-time, in-office position serves as the first point of contact for incoming calls and visitors and creates a welcoming atmosphere for both external and internal clients. The position will:

- Greet visitors and oversee guest reception functions, ensuring the office environment is maintained in a manner that promotes hospitality and professionalism.
- Provide meeting support for all internal and external meetings, maintain the conference room schedule, set up A/V equipment, and ensure conference rooms are clean and ready for staff and visitors at all times.
- Provide meaningful administrative support to Foundation staff.
- Contribute to building the Foundation's reputation for best-in-class service by providing responsive service that addresses customer needs in a prompt, friendly and efficient manner.

Why You Should Join Our Team

This role is perfect for a detail-oriented individual who will enjoy interacting with and assisting the Foundation's clients, is tech-savvy and who wants to be a part of making Central Texas a better place for everyone through charitable giving.

The annual salary for this position is \$45,000 per year (based on a 40-hour work week). In addition, ACF offers a generous benefits package including:

- Generous paid time off
- Employer-paid health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance
- 401(K) with employer match

ACF is certified as a "Best Place for Working Parents" in 2023 and we take pride in our flexible, family-friendly work policies.

We are a passionate and community-minded group of individuals working towards a shared goal of helping others through philanthropy.

Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner.

We strive to find ways to attract, develop, and retain the talent needed to meet business objectives and to recruit and employ highly qualified individuals representing the diverse communities in which we live.

What We'll Need You to Have

- Commitment to providing excellent customer service.
- Excellent interpersonal, organizational, and administrative skills.
- Self-starter, ability to exercise initiative, work with minimal supervision and to work well as part of a team.
- Demonstrated ability to manage and track multiple, simultaneous projects successfully. Must be able to balance daily workload with interruptions and distractions that are part of the reception environment. Strong ability to prioritize responsibilities and function well under pressure.
- Attention to detail.
- Capacity to handle sensitive information with the ability to maintain confidentiality.
- Ability to proactively complete assigned tasks accurately and on or ahead of schedule. Consistently meet deadlines without prompts or reminders.
- Ability to anticipate needs and expectations. Have an intuitive understanding of the role and be able to interpret vague or implied expectations. Operate on minimal instruction and with minimal supervision.
- Proven ability to understand and tolerate ambiguity, complexity, uncertainty and change.
- Proficient in Microsoft Office products, electronic data management, project management software, and internet software. Foundant for Community Foundations (CommunitySuite) experience a plus.
- Ability to occasionally work overtime or work at events outside normal office hours.
- Dedication to applying Zero Waste principles and practices in the office.
- Current, valid Texas driver's license, access to reliable transportation, and adequate auto insurance are required.
- Authentic participation in diversity, equity and inclusion education and training; commitment to diversity, equity and inclusion and to the organization's ongoing work to eliminate the opportunity gap in Central Texas.

What We Will Train You On

- Foundant CommunitySuite, SLM, GLM, or Blackbaud Award Management and other software specific to our work
- Community foundation-specific processes

How To Apply

To apply for this position, please submit your resume and cover letter to Kim McCrary at apply@austincf.org. No phone calls, please. The position will remain open until filled.