

Job Title of this Position	Administrative Assistant
Name of Organization	The Greater Tacoma Community Foundation
Website	www.tacomafoundation.org
Job Location Address	950 Pacific Avenue Suite 1220 Tacoma WA 98402
Contact / Supervisor	Hayli Walker- Office Manager
Phone Number	253.383.5622
E-mail	Hayli@gtcf.org
<u>Hourly</u> Pay Rate (indicate a range)	\$10.00 per hour
Employment Period	Summer Only [ ] Academic Year [ ] Summer & Academic Year [ x ] (7/1/2008- 9/23/2008) (9/24/2008-6/12/2009) (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [ ] part time program up to 19 hrs/wk [ x ] Academic Year: up to 19 hrs/wk [ x ]

**Nature of Business or Organization:**

The Greater Tacoma Community Foundation is a non-profit organization that serves as a local resource for encouraging personal philanthropy and provides donors with the inspiration to give effectively. The Community Foundation is a trusted and knowledgeable partner for sound financial management, administration, and distribution of charitable funds. Established in 1982, GTCF is and a medium sized community foundation experiencing rapid growth.

**Duties and Responsibilities:**

The Administrative Assistant will be a valuable support to the Community Foundation staff. Job duties include primarily working independently on general office tasks, assistance with event planning and database entry.

**Minimum Qualifications:**

- A student planning on working for or interested in not for profit organizations.
- A student who presents themselves in a professional manner.
- The ability to work independently or in a group setting.
- Strong written and verbal communication skills.
- Experience in Word and Excel. Data base experience preferred.

**Educational Benefits:**

The benefits of working with The Greater Tacoma Community Foundation include learning and using skills which will enhance a not for profit organization. The student will have the opportunity to learn about fundraising, event planning, community development and outreach. In addition, the student will be able to refine office proficiency skills which will benefit any future career. The Foundation offers an environment with a supportive staff that encourages new ideas. The Community Foundations mission is “connecting people who care with causes that matter, forever enriching our lives”.

(For Work Study Office Use Only)

JOB NUMBER **65TCF01** REIMBURSEMENT RATE: FEDERAL \_\_\_\_\_% STATE **65** %