



JOB DESCRIPTION
United Way of San Joaquin County
777 N. Pershing Ave, Suite 2B
Stockton, CA 95203

Title	Executive Assistant	Weekly Hours	40 hours per week
Department	Operations	FLSA Status	Non-Exempt; Full-Time
Report To	President/CEO		

GENERAL FUNCTION:

Provide optimal assistance to the United Way of San Joaquin County President/CEO and team.

KEY AREAS OF RESPONSIBILITY:

1. Provide administrative support to the President/CEO of United Way and team including correspondence, filing, scheduling meetings, preparation of meeting materials, preparation of minutes at meetings, data entry, other mailings, distribution of daily mail, other duties as assigned including support to the Board of Directors and Chair.
2. Assist United Way of San Joaquin County team in the recruitment and selection process of new employees. Maintains and updates new employee orientation handbooks, policies and procedures and other administrative details as assigned. Oversee contracts in partnership with Account Manager.
3. Administer internal communication tool and organizations website. Create and post new items and update documents on the United Way of San Joaquin County Website.
4. Collect and interpret data. Analyze results and report findings back to appropriate team member.
5. Maintain corporate records and files, including articles of incorporation, 501(c)(3) letters, Form 990s, contracts, personnel files, correspondence, policies and procedures, etc.
6. Coordinate UWSJC record retention/document destruction program. Train other UWSJC staff to ensure compliance with record retention policy. Maintain record retention/document destruction database. Supports data entry to Account Manager using Donation Tracker.
7. Provide other support to UWSJC team, such as time conference room meeting reservations and catering orders. Take photos at all-team meetings, campaigns and post on social media.
8. Provide customer service support to visitors, volunteers, agencies and staff; serve as backup to receptionist.
9. Administer UWSJC new hires and terminations for employee benefits. Update UWSJC and agency records with address and beneficiary changes.
10. Assists Digital content lead with ideas/content for to UWSJC social media – Facebook, Twitter, Instagram.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

COMPETENCIES:

- Accountability
- Communication Skills
- Technologically Proficient (Excel, Donation Tracker)

- Inclusiveness/Collaboration
- Time/Project management
- Organization skills

JOB RELATIONSHIPS WITH: Interacts with team members at all levels of the organization, volunteers, agency executives, vendors and the general public.

MINIMUM QUALIFICATIONS:

- College degree or Masters preferred.
- Accounting/bookkeeping or employee benefits experience preferred.
- Proficiency in basic Microsoft Word, PowerPoint, Outlook and intermediate Excel required.
- Three to five years office management experience and of progressively responsible administrative assistant.

WORKING CONDITIONS:

- Normal office environment with little exposure to dust, noise, temperature, and the like.
- Ability to lift up to 20 pounds.
- Occasional local travel to events within the regional area.
- Extended viewing of computer monitor.

EQUAL OPPORTUNITY EMPLOYER

United Way of San Joaquin County is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, age, and other legally protected characteristics. The EEO is the Law poster is available here: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>. If you need a reasonable accommodation because of a disability for any part of the employment process, please call 209-469-6980, and provide the nature of your request and your contact information.

DIVERSITY & INCLUSION STATEMENT OF PRINCIPLE – UNITED WAY WORLDWIDE

United Way Worldwide opposes discrimination of any form as evident in our Diversity and Inclusion Statement of Principle. For more information, [read our statement](#) and [download the report](#). We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Join us in embracing diversity, equity and inclusion for every person in every community.