



YWCA Greater Charleston

1064 Gardner Road, Suite 113

Charleston, SC 20407

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ywcagc.org

JOB TITLE OFFICE ASSISTANT
REPORTS TO OFFICE MANAGER
DATE 09.12.2019

QUALIFICATIONS

- Education and training in business, administration, general office operations, or an equivalent combination of education and experience
- Experience with data entry
- Knowledge and training in Microsoft Office suite
- Knowledge and training in customer relationship management systems preferred
- Ability to answer multiline telephones
- Customer service skills and experience
- Must have transportation to and from work

FUNCTION & PURPOSE OF POSITION

The purpose of the office assistant position is to assist in the efficient operations of the administrative team and to solicit, secure, and maintain relationships with in-kind donors to offset the cost of events, meetings, and program functions. The office assistant must work collaboratively with all YWCA team members to successfully carry out these responsibilities.

RESPONSIBILITIES

The following list of responsibilities is not meant to be all-inclusive and may be adjusted to meet program needs:

- Answer phones and take messages
- Direct guest traffic
- Maintain a clean and tidy front office area and work areas
- Maintain information on all upcoming programs and events
- Submit program and event information to news and local calendars
- Solicit and secure donated items and services to support programs and events
- Maintain reports on in-kind donations and their estimated value
- Collaborate with all YWCA team members to determine program/event needs
- Assist with data entry and maintenance of customer relationship management (CRM) system
- Other duties as assigned by supervisor

To apply for this position, please send your resume and cover letter to Melissa Calcutt at mcalcutt@ywca-charlestonsc.org or mail it to her attention at 1064 Gardner Road, Suite 113, Charleston, SC 29407.