



## Operations Assistant

The Community Foundation for Greater Buffalo (Foundation) is seeking to hire an Operations Assistant.

### JOB SUMMARY

The Operations Assistant (OA) is a member of the Operations Team and is supervised by the Chief Financial Officer/Chief Administrative Officer (CFO/CAO). As a business operations professional, the OA will provide critical administrative and operations support to the various Foundation function and cross-functional teams to ensure that administrative tasks are being completed in an effective, efficient and timely manner. The OA will also serve as an Executive Assistant to the CFO/CAO and Vice Presidents that do not have a directly allocated Executive Assistant. As a member of the Operation Team, the OA will also serve as backup for the Receptionist/Office Administrator. The successful candidate will be expected to work effectively and collaboratively in a focused, fast-paced, highly responsive and mission-driven organization.

### KEY RESPONSIBILITIES

#### Operations:

- Perform general office administrative and clerical duties including, but not limited to, copying, scanning, binding, mailings and postage, prepare and proof documents and correspondences, including generating and producing mail merges and PDF documents
- Provide administrative coordination and support for specialized initiatives, teams, events, and special projects, as needed
- Assist the Operations Manager in establishing and documenting Foundation procedures for operational tasks, team training and orientation when requested
- Provide back up for Receptionist/Office Administrator

#### Executive Assistant:

- Coordination of calendars for meetings and events
- Assist with travel arrangements, registration for conferences/trainings, expense reimbursement and credit card receipts submission

### QUALIFICATIONS

- Undergraduate degree preferred
- Two years of administrative or operations experience preferred
- Advanced mastery of computer skills, including Adobe, Microsoft Word, Excel, Outlook and PowerPoint
- Ability to learn quickly, to respond/react quickly to changing priorities and show dedication to completing required tasks
- Strong interpersonal skills and demonstrated ability to establish and maintain effective relationships with persons of diverse backgrounds
- Detail-oriented with the ability to manage multiple responsibilities simultaneously in an organized and flexible fashion, with a high degree of accuracy and attention to detail
- Capable of exercising good judgement when it comes to problem solving, setting priorities and decision-making

### ABOUT THE FOUNDATION

The Community Foundation for Greater Buffalo, a 501(c)(3) organization, was established in 1919 to enhance and encourage long-term philanthropy in the Western New York community. The Community Foundation's mission is: Connecting people, ideas and resources to improve lives in Western New York. For nearly 100 years, the Community Foundation has made the most of the generosity of individuals, families, foundations and organizations who entrust charitable assets to the Community Foundation's care. [www.cfgb.org](http://www.cfgb.org)

### APPLICATION PROCEDURE

We're looking for top talent: people who want to use their abilities to make a lasting difference. If that's you, then please send a cover letter explaining your interest in this position and what traits or skills you would bring to the Community Foundation for Greater Buffalo. Send cover letter and resume as a single Word or PDF document via email to: [Jobs@CFGB.org](mailto:Jobs@CFGB.org). No calls please. Application deadline: Open until filled.