



## Team Assistant (PT 20-24 hrs.)

United Way of Buffalo & Erie County is seeking a Team Assistant. This position will provide administrative support to the Director of Labor Engagement and information and referrals to individuals. This position reports to the Resource Development Administrative Services Manager.

### **Responsibilities:**

- Provides clerical support to the Director of Labor Engagement in achievement of the departmental goals. This includes activities such as: meetings on work-flow, scheduling appointments, preparation of reports, correspondence, research, compiling statistics, coordination of volunteer updates and meetings, preparation of service delivery analyses, etc.
- Assists union clients by identifying agencies and providing information and referrals.
- Creates and maintains accurate information on all local Union's through UWBECC's database system.
- Assists the Director of Labor Engagement when directed by supervisor at both internal and external United Way events, meetings and organizational projects
- Assists with departmental procedures and logs related to purchase orders, supplies and other functional processes.
- Schedule meetings, transcribes and distributes meeting minutes or summaries.
- Coordinates meeting logistics including meeting supplies, food ordering and meeting room set-up and break down.
- Maintains filing systems data.
- Job related travel to designated meetings and events throughout the community.
- Participates in building wide activities such as Day of Caring, etc.
- Maintains established departmental policies, procedures and objectives.
- Attends organizational, departmental and committee meetings as directed by supervisor.
- Relief for Switchboard Operator/Receptionist, depending on workload.
- Performs other duties as requested depending on workload.

### **Education, Skills, Knowledge, Experience:**

- An Associate's degree with four years administrative experience or equivalent.
- Ability to read, analyze, and interpret reports, documents, data and correspondence.
- Strong customer service skills.
- Solid computer skills, including experience with Microsoft Office and Internet.
- Must possess a valid driver's license and reliable transportation.
- Ability to manage multiple projects.
- Ability to write routine reports and correspondence.
- Excellent written, verbal, and interpersonal skills.

**Contact Information:** For consideration please email your resume to [jobs@uwbec.org](mailto:jobs@uwbec.org) attention Beth Sullivan, Human Resource Manager.

*United Way of Buffalo & Erie County has a commitment to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWBECC encourages people of diverse backgrounds and experiences to apply for this position.*