

Flint Cultural Center Corporation
601 E. Second St, Flint MI 48503
Job Posting

Job Title: Administrative Assistant
Location: Corporate Office
Reports To: COO
FLSA Status: Exempt

GENERAL DESCRIPTION

Provides administrative support to the COO and Finance/HR Departments.

RESPONSIBILITIES

**Job Description
and
Qualifications:**

- Provide administrative support to the COO including coordinating meetings, managing communications, drafting written communications, and organizing documents.
- Take and produce meetings minutes for the following:
 - FCCC Board of Directors
 - Finance and HR Committee
 - Governance Committee
 - FCC Campus Directors
 - Campus Collaboration Committee
 - Additional Ad-hoc committees as requested by COO
- Communicate regularly with multiple boards and committees under the direction of the COO and maintain up-to-date rosters, meeting schedules, and board books.
- Coordinate and implement all direct and bulk mailings from the FCCC Corporate Office.
- Process all charitable and matching gift transactions for the FCCC; assure accurate data entry and appropriate recognition; produce useful and user-friendly reports.
- Provide any necessary reports for the audit, Board of Directors, funders, etc...
- Under the direction of the COO, manage annual report process and appeals.
- Maintain electronic and paper files, including document storage and removal.
- Assist Grant Writer with tracking and maintenance of grant files.
- Order offices supplies for the FCCC main office.
- Scan, process, and deliver/mail weekly Accounts Payable checks; sort and distribute incoming mail.
- Record cash receipts and make bank deposits as needed.
- Greet and screen visitors to the FCCC main office.
- Performs other duties as required and assigned.

EDUCATION/EXPERIENCE/SKILLS

Apply to:

- Bachelor's degree in business related field preferred
- 2-3 years working as an Administrative Assistant at an Executive level
- Experience taking Board/Committee meeting minutes
- Must be proficient in all MS Office programs.
- Must be detail oriented with excellent oral, written and interpersonal skills.
- Excellent organizational and multi-tasking skills and the abilities to complete complex tasks successfully and in a timely manner.
- Ability to become proficient in Development database software such as Raisers Edge-Altru, Tessitura; Grant software such as Foundation Directory Online and/or GrantHub.

Email or send resume, cover letter and references to:

hr@fcccorp.org
Flint Cultural Center Corporation
601 E. Second St
Flint, MI 48503

Date Posted: 11.2.18 ***Posting will remain active until filled.**

The Flint Cultural Center Corporation is an Equal Opportunity Employer