



## **Job Description: Chapel Hill-Carrboro Public School Foundation Administrative Assistant**

Respond with Resume and Cover Letter via email to: [psf@chccs.k12.nc.us](mailto:psf@chccs.k12.nc.us)  
Or by U.S. Mail to: Public School Foundation, P.O. Box 877, Carrboro, NC 27510

**\$18 an hour/up to 20 hours a week, part-time. An occasional opportunity to work additional weekly hours may arise during peak fundraising campaigns, especially in April.**

The Chapel Hill-Carrboro Public School Foundation (PSF) is an independent, non-profit organization supporting public education in the Chapel Hill-Carrboro City Schools through programs that advance student enrichment and teacher development. PSF seeks a trustworthy and reliable foundation assistant to provide administrative support for the Executive Director and PSF staff through a variety of tasks. A successful applicant must have strong organizational skills, flexibility, strong interpersonal and communication skills, and a commitment to the mission and success of the Foundation.

### **Office administration duties**

- Serve as an initial point of contact for PSF with helpful accurate information about the Public School Foundation and its programs and services.
- Prepare PSF reports, memos and documents using Google docs and Microsoft Office products (Word, Excel, etc);
- Draft all gift acknowledgments and donor thank you letters in a timely manner;
- Update and ensure the accuracy of the organization's databases, including Bloomerang, the donor database;
- Coordinate the maintenance of office equipment and needed office supplies;
- Process office communications including telephone calls, mail and PSF email, in consultation with the ED;
- Assist with marketing and mailing campaigns, including the distribution of paper advertising materials and occasional updating of social media platforms;
- Code and file financial material according to established records management procedures;
- Willingly accept other administrative and secretarial duties, as well as special projects as assigned by the ED;
- Prepare meeting agendas and supporting material for distribution in consultation with ED;
- Ensure the timely distribution of materials to the Board of Directors;
- Provide support for recurring PSF projects and fundraising activities;

## Skills and Qualifications

- Ability to assist leaders with project management and meet project deadlines;
- Proficiency in MS Office programs (Word, Excel, PowerPoint, Google docs and CRM software (currently Bloomerang).
- Ability to learn new skills and technology quickly;
- Demonstrate excellent writing skills;
- Previous experience in administration and/or customer service is preferred.
- College degree preferred

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[www.publicschoolfoundation.org](http://www.publicschoolfoundation.org)