



Job Title: Communications & Foundation
Administrative Secretary

Department: Communications

Reports To: Communications & Foundation Director

FLSA Status: Non Exempt

Salary Schedule: SC lane 10

SUMMARY

The Communications & Foundation Administrative Secretary will assist the Director in all aspects of the WCSD Foundation Program by providing aid in all activities, contacts with donors, and helping to promote the Foundation Program. The Administrative Secretary would relieve the Director of as many responsibilities as possible as well as find creative ways to promote charitable giving to our organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Works closely with Budget Analyst to monitor donations that are coming in, assisting in any aspects of the monies.

Oversees all finances for WCSD Foundation Program; including reports, deposits, checks, etc., and reviews finance work completed by the Foundation Program Secretary.

Assists in directing the daily projects and priorities performed by the Foundation Program Secretary.

Actively involved in all Foundation Program activities and fundraisers.

Keeps a file of all approved fundraisers.

Coordinates volunteers for all Foundation Program activities

Schedules all program activities, meetings, and ensures proper follow-up on each.

Helps to coordinate all donors and employee recognition programs.

Coordinates grant application process.

Assists in creating posters, brochures, and flyers for fundraising.

Answers and screens telephone calls to provide information, take messages, or transfer calls.

Finds individuals or businesses interested in setting up endowments.

Acts as school liaison on the Dixie Escalante Kite Festival committee, attending monthly planning meetings. Attends the festival and manages the vendor booth.

Actively involved in the planning and preparation for the Celebrity Golf Tournament event; working with various community leaders. Arranges all Celebrity Golf Tournament committee meetings. Attends and helps with the golf tournament.

Oversees teacher grant process from start to finish. This includes notification, grant applications, grant review, and awarding of grants to teachers.

Instrumental in organizing and coordinating the delivery and presentation of teacher grants. Coordinates donor schedules for teacher grant presentations and helps to ensure donor experience throughout the teacher grant process.

Manages all operations of the Counselor Closet, including but not limited to: Seeking donations from local businesses and community donors, restocking of necessary closet supplies, regular meetings with counselors to instruct and ensure needed resources are available.

Assists in writing Foundation Program articles, takes photos, proofs, and helps to have it ready for printing.

Responsible for all arrangement and set-up of quarterly Foundation Board meetings and other extra meetings.

Prepares agendas, keeps minutes, provides financial reports, and arranges refreshments.

Actively involved with the Foundation Board performing secretarial duties for their assignments.

SUPERVISORY RESPONSIBILITIES

While this job has no direct supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent and two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Communications & Foundation Director			Date: 08/18/2017
Approved By: Assistant Director, Human Resources			Date: 08/18/2017
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Communications & Foundation Director	Date: 10/11/2022
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	