



United Way  
of Greater Rochester  
and the Finger Lakes

## UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES JOB DESCRIPTION:

### ADMINISTRATIVE ASSISTANT TO CHIEF IMPACT OFFICER

#### SUMMARY

This position is responsible for providing administrative, clerical, and project management support to the Chief Impact Officer (CIO) and Community Impact Department. This position requires the ability to multitask in a diverse, high-functioning, fast-paced environment to achieve results that support the strategic mission and objectives of United Way of Greater Rochester.

#### ESSENTIAL FUNCTIONS

- Assists the CIO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; updating and managing databases; arranging travel plans, itineraries, and agendas; and compiling documents for meetings
- Conserves CIO's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating communications
- Supports CIO in external commitments related to United Way, including service on external boards, committees, and other groups
- Responsible for administrative aspects of program application and reporting processes
- Communicates with the United Way staff on the CIO's behalf and coordinates logistics of high-level meetings both internally and externally.
- Prioritizes conflicting needs and timeliness; handles situations expeditiously, and proactively, and follows through on actions to successful completion
- Attends and prepares internal and external meetings and designates and follows up on assigned action items
- Maintains confidentiality and protects operations by keeping information confidential
- Assists the Community Impact department employees with administrative needs
- Works alongside and leads projects with the internal administrative team and follows up on results
- Works on special projects as needed
- Consistently demonstrates the values and mission of the United Way
- Contributes to team effort by performing other duties as needed/assigned

#### SKILLS AND COMPETENCIES

- Strong customer service focus
- Interpersonal skills
- Written and verbal communication skills
- Strong organizational skills
- Excels in technology (Microsoft Office, databases)
- Time management and prioritization

- Attention to detail
- Analytical ability/Problem solver
- Project management
- Self-Starter and anticipates needs
- Flexible and adaptable to change

**FLSA CLASSIFICATION:** Non-Exempt

**REPORTS TO:** Chief Impact Officer

**SUPERVISORY RESPONSIBILITY:** None

**TRAVEL:** Rare local travel may be required

### **EDUCATION AND EXPERIENCE**

High School Diploma or equivalent with 2 years of administrative assistant experience; or equivalent combination of education and experience. Non-profit experience is preferred.

### **HOW TO APPLY**

A great place to work begins with its **PEOPLE!**

Driven by our mission and a shared set of values, our team of more than 90 talented professionals is dedicated to doing meaningful work in the community.

We believe that diversity of staff and volunteers strengthens United Way of Greater Rochester and the Finger Lakes ability to achieve its mission, vision, philosophy, and values. United Way (UW) is committed to having a workforce and volunteer teams that promote equity, and that reflect and celebrate the diversity of our community in all respects.

Come and join the Team! United Way employees enjoy a competitive benefits package including paid time off, health insurance options with a generous employer contribution, flexible and hybrid work schedules, retirement benefits with above standard employer contribution, a 37.5-hour work week, and more. We're looking for people who are self-starters; excel in a collaborative team environment; have a passion for making a difference; and are natural relationship builders with proven success on make lasting connections.

Interested candidates may [CLICK HERE](#) to apply.

### **OUR MISSION**

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities, and individuals to make this region stronger and more vibrant together.

## **OUR VALUES**

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented, and trustworthy. United Way strives to ensure employees and external partners always feel valued, connected, and empowered.

United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absence, benefits, termination, employer sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color, creed, disability, domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy-related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.