



East Aurora Educational Foundation

Mission: To enhance the educational experience of students in the East Aurora Union Free School District.

Job Title: Administrative Assistant

Work Schedule: Part-time position, flexible schedule

Reports to: Development Director

Hourly Rate: \$20 - \$25 depending on experience

Job Description

The Administrative Assistant will work closely with the Development Director implementing the administrative and clerical functions of the foundation.

This position requires initiative and sound office skills, computer knowledge and the ability to work effectively with foundation and district personnel.

Essential Functions

The Administrative Assistant will perform clerical tasks assigned by the Development Director in support of foundation activities, including, but not limited to, data entry, creating acknowledgement letters, social media, and keeping constituent database (Bloomerang) up to date.

Requirements/Qualifications

Experience in office clerical tasks
Strong organizational skills
Excellent oral and written communication skills
Results oriented
Adherence to confidentiality
Superior computer skills

Work Environment

Work shall be conducted primarily at the foundation office in the Middle School. Assistance at foundation events in the East Aurora community may also be required.