



Overview

The [Williamsburg Health Foundation](#) (WHF), located in the beautiful mid-Atlantic region of Virginia, is a health-legacy foundation serving Greater Williamsburg which includes James City and York counties and the City of Williamsburg. Since 1996, WHF has invested in improved health outcomes and wellness in our local area. With an approximately \$165-million-dollar endowment, WHF annually awards over \$5 million dollars in grants. WHF is committed to working alongside nonprofits, local governments, and others to enhance health in Greater Williamsburg.

The Opportunity

WHF is currently accepting applications for an **Administrative Assistant** that provides staff support to the Foundation staff, Board of Trustees (including appointed task forces), Executive Committee, and Governance/Nominating Committee. Supporting the President & CEO, the Administrative Assistant translates requests and indirect requirements into achievable goals, managing the process through which these objectives are met in a timely manner with high performance standards. The Administrative Assistant provides general support for the overall office operation. The Administrative Assistant oversees communications, event planning, and Foundation publications. The Administrative Assistant functions under the general supervision of the President & CEO and interfaces with staff, Board members, and the public.

General Responsibilities

- Serves as assistant to the President & CEO.
- Provides general administrative support to Foundation staff.
- Prepares invoices for payment and reconciles monthly account statements.
- Arranges details and set up of conference rooms for meetings.
- Serves as receptionist by greeting visitors, answering incoming calls, and managing mail as appropriate.
- Oversees the operation and maintenance of office services to include printers and copiers.
- Oversees the general operation and maintenance of the Foundation's office space, acting as primary liaison with Foundation landlord.
- Assists new and departing staff, participating in staff orientation.

Board Responsibilities

- Serves as assistant to assigned Board Committees. Responsibilities include coordinating preparation of agendas, meeting packets, transcribing meeting minutes, scheduling, tracking attendance, assisting with event coordination, and providing related administrative support.
- Prepares New Trustee manuals each year.
- Obtains annual Board and Staff Conflict of Interest Statements.
- Maintains WHF Board of Trustees SharePoint site in Microsoft 365 to include posting meetings and events, meeting packets, meeting minutes, news articles, and miscellaneous documents the President & CEO deems necessary. Answers Board member questions regarding navigation of WHF Board of Trustees SharePoint site.

Communications Responsibilities

- Helps develop and implement Foundation communications strategies, including website, annual reports, social media, and print media.
- Drafts speeches and other materials as requested.
- Plans and coordinates details of Foundation special events.
- Maintains appropriate reporting systems related to communications projects, including managing the budget and timing of communications projects and the work of external communications vendors.
- Perform other duties as assigned.

Qualifications

- Extensive administrative and office management experience.
- Professional and welcoming demeanor both in person and by email or phone.
- High level of attention to detail and accuracy.
- Excellent oral, written, and interpersonal communication skills including grammar, spelling, and punctuation.
- Excellent organizational, planning, and prioritization skills with ability to follow through on assigned tasks.
- Knowledge or experience with nonprofit organizations.
- Experience with Microsoft 365 including Outlook, Teams, SharePoint, Word, Excel, and PowerPoint.
- Experience with WordPress for website maintenance.

Required Competencies and Skills

- Ability to manage details and function independently.
- Ability to maintain high degree of discretion and confidentiality.
- Ability to use office equipment including computer/printer systems, copy machine, and phones.
- Ability to access e-mail and research web sites.
- Ability to compose correspondence, meeting minutes, and reports. Excellent communication skills.
- Ability to maintain database systems.
- Ability to process invoices and reconcile monthly account statements related to the operating budget.
- Ability to work well with people from diverse backgrounds.

Compensation and Benefits

This is a full-time position working 30 hours per week. Competitive Salary & Benefits Package including health, dental, vision, PTO, 403(b), professional development, nine paid holidays per year in addition to end of year and mid-Summer office closures. The starting salary is \$55,000 commensurate with experience and education.

Application Requirements

Interested applicants should provide a cover letter that describes interest skills background, along with a resume to recruiting@williamsburghealthfoundation.org.