



# VOLUSIA COUNTY SCHOOLS

## Position Description

### ADMINISTRATIVE ASSISTANT

(FUTURES, INC)

#### REQUIRED QUALIFICATIONS

- High school diploma or General Education Development (G.E.D.), Associate degree preferred
- Three (3) years progressively responsible experience in an executive/administrative support role
- Experience in not-for-profit organizations preferred

#### REQUIRED SKILLS

- Computer literacy, including design and use of various data bases, word processing and file management programs, preferably with Internet research skills
- Working knowledge of QuickBooks
- Ability to effectively handle individuals and private donors
- Good typing skills, at least 60 words per minute preferred
- Ability to perform accurate record keeping
- Ability to proof read and check for errors
- Ability to work under general supervision, proceeding along in regular duties
- Ability to handle confidential information appropriately
- Ability to work with staff, parents, students and community members in a professional manner
- Ability to effectively communicate in good oral and written form, including creating original memos and letters
- Ability to receive and relay messages and information accurately
- Flexibility of hours and dependable transportation to attend evening and/or extended District/Board related meetings, as needed
- Self-directed in work and able to exercise sound judgment in handling confidential or sensitive information and materials
- Comfort level with public speaking and ability to address & engage a variety of sized audiences

**REPORTS TO** Program Coordinator and/or Director, FUTURES

**SUPERVISES** Not Applicable

### POSITION GOAL

*To provide confidential support services to Program Coordinator and Director, FUTURES and provide support to Volusia County Schools*

### PERFORMANCE RESPONSIBILITIES

1. \*Respond to and interact via telephone, electronically and in person with major donors, private donors, community supporters, Board members, school district employees, teachers, students, parents, business and civic leaders, the general public and interested parties.
2. \*Prepare for and facilitate annual FUTURES activities and events and the FUTURES master calendar.
3. \*Assist the Program Coordinator and Director with grant applications, compliance and recognition.
4. \*Evaluate the effectiveness of events and programs and strategize with the Director and other staff on a regular basis.
5. \*Record and track donations to the organization. Thank donors appropriately.
6. \*Attend and facilitate events on behalf of the organization.
7. \*Coordinate and prepare for Board meetings, committee meetings and Executive Committee meetings.
8. \*Coordinate administrative activities for all FUTURES/Take Stock employees.
9. \*Prepare letters and reports regarding fundraising activities, events, donor relations, campaigns and so forth.
10. \*Create and distribute newsletter and other marketing materials on behalf of FUTURES.
11. \*Communicate with school-based and district administrators regarding FUTURES program and the implementation of district-specific programs such as the mini-grant program and the Turn Around program, among others.
12. \*Maintain databases of donors, supporters, volunteers and other information as appropriate.
13. \*Maintain files, key documents, financial information and bank statement information for both FUTURES and Take Stock in Children.
14. \*Coordinate the scheduling of donor calls and meetings.
15. \*Research and prepare donor reports as required.
16. \*Provide services with payroll, inventory and purchase orders as requested.
17. \*Maintain the calendar of the Program Coordinator and Director of FUTURES as required.
18. \*Prepare or assist with providing materials/information for meetings and presentations.
19. \*Prepare monthly financial reports within Quick Books for Not for Profit software.

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(FUTURES, INC)**

- 20. \*Prepare monthly bank reconciliations.
- 21. \*Coordinate and facilitate the FUTURES' Mini-Grant Program by writing proposals to local community leaders, conducting research, and working with Board members to secure funding for mini-grants.
- 22. \*Write grant proposals to secure FUTURES' corporate and non-profit funding and assist with the documentation of grant requirements.
- 23. \*Submit required funding reimbursement documentation for Take Stock in Children funds.
- 24. \*Assist with identification of additional sources of funding for the Teacher of the Year event and encourage community support.
- 25. \*Attend and facilitate events on behalf of the organization.
- 26. \*Speak to the mission of the organization and encourage involvement by the community in a number of programs and areas.
- 27. \*Represent FUTURES as a local, community foundation which includes public speaking.
- 28. \*Assist with preparation of marketing materials, reports regarding fundraising activities, events, donor relations, and campaigns.
- 29. Perform other related duties as assigned by the Program Coordinator and/or Director, FUTURES.

*\*Denotes essential job function/ADA*

**POSITION DATA**

| BOARD APPROVAL | TERMS OF EMPLOYMENT  | SALARY                        | POSITION CODES  | ADA CODES   | FLSA STATUS | DOC     |
|----------------|--|-------------------------------|---|---|-------------|---------|
|                | Months: 12<br>Days: 250<br>Hours: 4.0 to 8.0<br>Tenure: No | District Schedule<br>Level: 2 | Bargaining Unit: 2<br>Title: 22157<br>DOE: 91091<br>EEO-5 Line: 051 | 2- Medium Work<br>3- A, B, F, G,<br>I, L-P, T-V<br>4- Indoors/<br>Outdoor | Non-Exempt  | FUTURES |

**INCUMBENT:**

3/18/2013,  
5/15/15, 9/28/15,  
6/19/18

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_