

**EMPLOYMENT OPPORTUNITY
WMU FOUNDATION
BIRMINGHAM, ALABAMA**



JOB TITLE: *Office Assistant*
COMPANY: WMU Foundation
STATUS: Part-Time Equivalent (18 Hour Work Week)

POSITION OVERVIEW:

To assist and support all activities related to the administration of the WMU Foundation office, and to coordinate special projects as assigned.

KEY RESPONSIBILITIES:

- Serves as the initial point of contact for visitors to the office and phone calls to the main Foundation number. Forwards phone calls and voice mail/messages to the appropriate staff person.
- Provides basic administrative support and services (i.e., faxing, copying, maintaining files, preparing conference materials, sorting and sending mail) for WMU Foundation staff. Serves as back-up for the office manager and donor administrator.
- Compiles and provides a detailed list of gifts received to the Coordinator of Constituent Relations on a regular basis.
- Assists with the mailing of charitable gift receipts and direct mail solicitations.
- Assists with the scholarship application process by collecting and verifying completed applications and contacting applicants as needed.
- Maintains the inventory of all office, fundraising, and marketing supplies and printed materials. Coordinates the ordering of supplies and materials with the Office Manager.
- Gathers the appropriate materials for staff participating in conferences and events.
- Assists with fulfilling materials requests from State WMU Offices for conferences and events.
- Participates in the planning and implementation of special events, projects, and Board of Trustee meetings.

QUALIFICATIONS:

- High school diploma or equivalent.
- Associates or Bachelor's degree in marketing, business, or communications, preferred.
- One to three years clerical or business work experience.
- Member of the Christian faith and knowledgeable of WMUF/WMU, preferred.
- Proficient Microsoft Office computer skills and experience working with electronic donor tracking systems/databases.
- Good communication, organizational, and multi-tasking skills.
- Self-directed.

If you are interested in this position, submit your resume to Human Resources:

- Email: hr@wmu.org
- US mail: 100 Missionary Ridge, Birmingham, AL 35242

Resumes are kept in our applicant database for 12 months.

