



**PHILANTHROPY  
WEST VIRGINIA**  
**Operations & Communication Assistant**  
**POSITION DESCRIPTION**

**Summary:** Philanthropy WV relies on its staff to provide the utmost quality and excellence in serving the philanthropic sector and the general public. The 20-30 hr/week Operations & Communication Assistant reports to the Program & Engagement Coordinator and works directly with the President/CEO ensuring the timely management of the organization operations, communications, scheduling, working with program and services staff, and assumes responsibility for special projects as assigned. The scope of this position includes:

- coordinating the operations of the organization, including general office coordination, technology systems, and having **great attention to detail and timeliness in meeting deadlines** to ensure all operations are handled in a thorough and precise fashion
- assisting with organization event logistics (scheduling meetings, webinars, as assigned programs, etc.), correspondence, e-communications, social media, some publications, and other electronic/hard copy communication priorities
- anticipating the organizational needs of and assistance provided to the President/CEO

**The position responsibilities in detail include:**

**A. PRIMARY RESPONSIBILITIES:**

***Support of Operations:***

- Work with President and other staff to develop meeting plans, agendas, and other necessary documents and provide assistance by taking meeting minutes
- Distribute communication/correspondence between leaders/committees/volunteers of Philanthropy WV as well as partnership organizations
- Order and store all office supplies by monitoring the budget and securing the best economic options for the organization
- Maintain updated member list, membership directory and mailing lists.
- Maintain necessary records/office filing system, both electronic and hard copy.
- Prepare and ensure timely delivery of annual state-requested reports.
- Retrieve and process mail, develop new member kits and distribute as necessary, prepare copies as needed
- Use and ensure smooth functioning of all office equipment, including copier, printers, phones, camera, and organization computers/laptops.
- Maintain all software programs including, Office Suite, Adobe Creative Suite, Quickbooks, and web content management system. Work with providers to troubleshoot any problems.
- Coordinates processes for deposits, payables, and financial reporting with eCratchit paperwork
- Oversee backups of all records and computer systems, virus protection, etc.
- Maintain an active web-based video conferencing system and other teleconference options for staff, committee, board, and/or membership meetings or programs.
- Research and recommend new products/services as appropriate.

***Communication Assistance:***

- Works with Program & Engagement Coordinator and President & CEO to plan out communication strategy reaching internal and external audiences through both print and electronic communications tools
- Manages our social media outreach and communications (Facebook, Twitter, and LinkedIn)
- Serves as editor of the Members e-newsletter (every other month) and Quarterly Partners e-newsletter
- Creates unique and effective communication about programs, partnerships, and member news

***Program, Administrative and Shared Services Support:***

- Works with Program & Engagement Coordinator to draft and send annual dues renewal mailing out in December of each year
- Maintain extensive records of all programs and services through database and other records.
- Coordinates assistance to the WV Nonprofit Association for mail, reports, and record keeping
- Respond to all inquiries and provide information, materials, regarding Philanthropy WV or program partner to those who call, email or visit our office
- Be an active participant of the Philanthropy WV TEAM to ensure completion of all tasks and keeping the organization's momentum moving forward
- Collaborate on projects to ensure high quality program and product delivery

***General Office Tasks:***

*Other duties will be assigned, as deemed essential by the Program Coordinator or President, to ensure smooth operation of the organization.*

*Interested parties may apply by submitting their application including cover letter, resume, two writing samples (correspondence, press/media, and/or professional) and three professional references via email to [info@philanthropywv.org](mailto:info@philanthropywv.org). Applications received by Friday, February 16, 2018 or until the position is filled. Philanthropy WV is an equal opportunity employer.*