

PPLD FOUNDATION ADMINISTRATIVE ASSISTANT

(20 hours per week; permanent, part-time)

- DATE POSTED:** June 4, 2009
- LOCATION:** PPLD Foundation Office, Knights of Columbus Building,
25 W. Kiowa Street, Colorado Springs, CO 80903
- PHONE:** (719) 531-6333, Ext. 2205
- HOURLY WAGE:** \$12.38 per hour + partial benefits (excludes medical insurance & retirement)
- POSITION HOURS:** 20 hours per week // FLSA Status: Non-exempt
Monday through Thursday at 5 hours per day OR Monday through Friday at 4 hours per day. Actual schedule will be negotiated with PPLD Foundation's Executive Officer. Schedule is subject to changes.

PROCEDURE FOR APPLICATION:

1. Complete PPLD job application available at any of our branches or at ppld.org
2. Job application must be submitted to PPLD's **Human Resources Office** located at:
East Library, 5550 N. Union Boulevard, Colorado Springs, CO 80918

CLOSING DATE: Application materials must be submitted to the Human Resources Office by **Tuesday, June 16, 2009 at 4:30 p.m.**

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986).
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

EOE As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

ADMINISTRATIVE ASSISTANT FOR THE PPLD FOUNDATION

BROAD SCOPE OF POSITION: Under general supervision of the Executive Officer of the Foundation, provides a high level of confidential clerical, technical, and administrative support to the Foundation. Primarily performs administrative duties requiring specific knowledge of Foundation operations and objectives. As a 501(c)(3) organization established in 2003, the PPLD Foundation's mission is to raise and manage funds to assure excellence in the Pikes Peak Library District by funding the expansion of programs, services, and facilities beyond what is directly supported by the residents of the District.

PREFERRED EXPERIENCE / KNOWLEDGE / ABILITIES:

1. Effective customer service and communication skills when dealing with Foundation internal and external publics including Board of Directors, volunteers, Library staff, donors, prospects on the telephone, using email, or in person
2. Ability to maintain confidentiality and discretion regarding Foundation donors and prospects.
3. Ability to compose correspondence independently and handle sensitive information reflecting donations, possible donations, prospect/donor background information
4. Excellent spelling, proofreading and grammar skills
5. Ability to accurately type a minimum of 50 words per minute for word processing and data entry in order to provide accurate data entry, timely and accurate reports, documents, business communications, etc.
6. Ability to organize and maintain Foundation administrative operations. Ability to prioritize workload in order to meet timely and accurate completion of assignments.
7. Ability to understand and follow written and verbal instructions and standard operating procedures of the Foundation in keeping with the operational agreement with the Pikes Peak Library District.
8. Knowledge of and ability to use standard office equipment: personal computer, photocopy machine, laser printer, calculator, telefax, paper shredder, etc.
9. Knowledge of alphabetical and numerical filing systems, and basic statistical and algebraic functions.

ESSENTIAL FUNCTIONS:

1. Performs basic data entry into the Foundation database (Blackbaud, The Raiser's Edge 7). Generates reports from the database as requested.
2. Receives and records donations and handles confidential information on a daily basis.
3. Performs general clerical duties including: mail merges using MS Word, generation of name tags for meeting attendees, photocopying, compiling fundraising packets, and organizing and implementing 3,000+ quantity mailings on a regular basis.
4. Assists with preparations for meetings including scheduling and set-up.
5. Handles telephone and email correspondence.
6. Works cooperatively with staff and volunteers.
7. Sorts and distributes mail and other documents.
8. Orders and maintains office supplies.
9. Assists with planning and executing fundraising events, Board meetings, and committee meetings.
10. Maintains the Foundation calendar that includes Board meetings, priority projects solicitations, donor report deadlines, and foundation application deadlines.
11. Performs basic prospect information research (i.e., to clarify spelling of names, correct addresses, telephone numbers, etc.)
12. Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

1. **Requires** a high school diploma or GED. Prefer candidates with two plus years of college-level coursework.
2. **Requires** three plus years of related clerical experience including comprehensive experience in all aspects of Microsoft Office (Word and mail merge, Excel, Outlook including Calendar feature, etc.).
3. **Requires** the ability to type a minimum of 50 WPM. **Requires** excellent spelling and proofreading skills.
4. Strongly **prefer** a candidate with strong data entry skills, excellent public relations skills, flexibility, and strong organization skills.
5. **Requires** excellent communication skills, the ability to work in a team environment, a "whatever it takes" work ethic and an excellent customer service attitude. **Bilingual ability** is a plus in serving our diverse patrons.