



**Administrative Assistant  
Community Foundation of the Lowcountry**

Community Foundation of the Lowcountry is a 501(c)(3) nonprofit organization committed to strengthening our Lowcountry communities through grantmaking, scholarships and working with donors to establish charitable funds. Our office is located in Hilton Head Island; we serve Beaufort, Jasper, Hampton and Colleton Counties.

We are seeking a full-time, non-exempt administrative assistant who will report directly to the president and CEO. This position will provide administrative assistance and perform a variety of clerical and other administrative duties.

**Qualifications:**

- Associate or bachelor's degree
- Three or more years of experience handling administrative duties and office management
- Proficiency in Microsoft Office, including word processing and spreadsheets
- Ability to learn and train others on specialized software
- Knowledge of office machinery, including printers, postage machine and check scanner
- Strong verbal and written communication skills
- Exceptional organizational and administrative skills
- Positive attitude, team player, self-starter, focus on accuracy, efficiency and attention to detail

**Key Responsibilities:**

- Assist with correspondence, filing and other clerical duties for the president and CEO
- Schedule appointments and meetings
- Produce and distribute board and committee information
- Take meeting minutes at board and committee meetings
- Receive/route incoming calls on multi-line telephone system
- Receive/route incoming mail
- Maintain databases; run general reports
- Maintain documentation of standard operating and administrative procedures
- General reception duties, including greeting visitors, keeping reception area neat and welcoming
- Set up for meetings

Community Foundation of the Lowcountry is committed to creating a diverse, equitable and inclusive workplace.

Resumes should be sent to [ncharles@cf-lowcountry.org](mailto:ncharles@cf-lowcountry.org)

Deadline is March 31.