



## Administrative Assistant

### YOU BELONG HERE.

Are you ready to apply your talents to a premier nonprofit that is celebrating 100 years of service to its community? United Way continues to develop leaders and is committed to improving the health, safety, education and economic well-being of central Oklahoma. Do you want to be challenged at work, learn, engage with your community, have fun, be inspired, and make a significant impact? United Way of Central Oklahoma is looking for an Administrative Assistant to be the first impression of United Way, either by phone or in person, and must possess strong interpersonal skills in projecting the image of United Way, while providing excellent customer service skills. This position is the frontline staff who provides assistance for referral callers and walk-ins. This position must display strong technical skills with little to no errors in Andar data management.

At United Way of Central Oklahoma, [we value diversity, as well as the dignity and worth of every person](#). We are an equal opportunity employer. We are committed to fair and equal employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran.

### LIVE UNITED.

At United Way, our mission is to connect people and resources to improve the well-being of those in our community...We do this because we want to help build a stronger, healthier and more compassionate community. For 100 years, our focus has been being a funding resource to local nonprofits—that's what we do best. This allows our agencies a chance to do what they do best—provide direct health and human services to the community. United Way is known for accountability and transparency, and when people give to us, they know their contributions are in responsible hands and trust us to invest back in the community. [View our 2022 Campaign Video](#)

### YOU MATTER.

- Health, vision, dental insurance at NO cost to the employee. Dependent coverage paid at 60%.
- Flexible spending account to let you set aside pretax salary for medical expenses.
- Employee Assistance Program (EAP) for emotional, mental health, self-improvement assistance available at NO cost for employee and family.
- Generous paid time off benefits for your work/life balance.
- Employee life insurance coverage at NO cost.
- Employee disability coverage at NO cost.
- 403(b) retirement plan with match up to 4.5% after 1 year.
- Professional development and training opportunities.
- Flexible/compressed schedule options.

*\*Benefits subject to change and dependent on employee status.*

**REPORTS TO:** TBD

**SUPERVISES:** No supervisory responsibilities.

**QUALIFICATIONS:**

- Previous administrative experience
- High school level education required, college-degree preferred
- Nonprofit experience preferred but not required.

**PERFORMANCE REQUIREMENTS:**

- Must be highly organized with the ability to efficiently and effectively handle multiple projects with attention to detail.
- Must have strong technology skills.
- Ability to work as part of a team, yet work independently as needed.
- Oral and written communication skills essential.
- Must have good problem solving skills with the ability to work with volunteers and other visitors to United Way.
- Ability to prioritize workload in order to meet strict deadlines.
- Ability to handle multi-line phone system, answer and direct all calls in a professional and courteous manner.
- Ability to provide compassionate referral assistance for calls or walk-ins seeking health and human service referrals.
- Must have working knowledge of Microsoft Office products.

**APPLY TODAY.**

To apply, send a cover letter, resume, and salary range to Human Resources, United Way of Central OKC, 1444 NW 28<sup>th</sup> Street, OK 73106 or [work@unitedwayokc.org](mailto:work@unitedwayokc.org). Posted until filled.



United Way  
of Central Oklahoma

## STRATEGIC PRIORITIES & KEY INITIATIVES

### IMPACTING LIVES

- Increase awareness of our community's greatest needs.
- Invest in programs based on research-driven analysis.
- Pursue outcomes that improve lives.

### INSPIRING COMMUNITY ACTION

- Engage stakeholders across generations.
- Support innovative collaborations to maximize impact.
- Convene community partners to address social service needs.

### ENSURING ORGANIZATIONAL VITALITY

- Promote a culture of excellence
- Optimize workplace campaigns while developing new strategies.
- Build long-term financial sustainability.