



Office Administrator Job Description

The University City Partners (UCP) is a nonprofit organization that invests resources to shape public spaces and plans for a better-built environment that influences the way we live, work, play and learn in University City. University City Partners invites others to invest in the community by way of a headquarters, small to midsize business, real estate, or home. Building University City is not only about developing the landscape. It is about building relationships and a stronger forward-moving community.

Our Mission: We envision and implement strategies and actions to drive University City's long-term economic vitality as a center for employment, living, education, commerce, and entertainment.

Our vision is for Charlotte's University City to be a vibrant place that is urban in scale and design. It will be energized by transit and will be a popular and accessible destination offering diverse and unique choices for living, shopping, working, learning, and leisure. It will become a premier employment center in the region with sophisticated infrastructure and attractive amenities.

For more information, visit: <https://universitycitypartners.org/>

The Office Administrator will be the primary support for all office functions related to University City Partners "Municipal Service District 5" (UCP), University City Foundation (UCF), and University Research Park (URP).

The Office Administrator will report to Keith Stanley, President and CEO of University City Partners, Inc. The Administrative Assistant is a part-time position, hours vary between 18-36/week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist and support UCP programming activity including events, luncheons, board meetings, fundraising, and municipal service district reporting and activities.
- Take meeting minutes for Board and all Committee meetings.
- Developing, executing, and supporting events to include but not limited to meetings, luncheons, and fundraising activities. Responsibilities include developing both printed and electronic marketing materials coordinating sponsors as needed, ensuring events have adequate staff coverage, and receiving and documenting any money received at events.
- Manage office billings and mailings by receiving and date stamping all invoices, logging all checks to be deposited, creating deposit packets for accounting, coordinating printing, mailing lists, and postage for all office mailings.
- Manage UCP calendar to include keeping track of the president's schedule, planning meetings and travel as needed, and supporting the work of the Assistant Director, and other staff, Board, and community meetings as needed.
- Support the accountant firm in financial record keeping, organizing financial records for the annual audit by maintaining hard copies of all financial transactions through the year, ensuring documentation is ready for auditors, maintaining donation records in the database as a secondary record for auditors,
- Reporting phone calls and "stop-ins" to the president and UCP Staff
- First point of contact for office interns, managing their duties and schedules, ensuring they are oriented to organization and tasks, and coordinating any reviews or reporting needed to school programs. Interviewing and determining appropriate intern placement in UCP programs. Regularly communicating with UCP staff members to determine intern needs and supporting staff with assigned intern duties. Providing an orientation and general onboarding for each intern.

- Basic IT support to the office through software and device management, ability to research and implement new tech resources as needed, and coordination with outside vendors for larger problems and initiatives.
- Maintaining office equipment such as telephones and outgoing voicemail messages, and ordering service and toner for copiers as needed.
- Manage storage of office files, and develop new systems for paper and electronic file retention as needed.
- Ordering supplies for regular office use, both for general and as individually requested by all staff members, as well as for special initiatives and events. This includes all office supplies, special event supplies, and maintaining the supply of all branded items such as envelopes and employee business cards.
- Support in maintaining UCP CRM database including entering new contacts, editing contact info for position or other business changes, creating records for donors and recording donations, creating and updating appropriate mailing lists, and sharing with other entities as requested.
- Supporting the UCP-hosted meetings by confirming meeting space on an annual basis, printing, processing, and emailing/ mailing reminders, ensuring accurate and timely email reminders are sent, and producing recognition certificates for businesses and community stakeholders to receive at monthly meetings.

SUPERVISORY RESPONSIBILITIES:

Potential supervision of Interns.

QUALIFICATIONS:

An individual must be able to competently perform each essential duty and assume all outlined responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

It is recommended that potential candidates have a minimum of 3 to 5 years of experience related to the work. Work experience working with and collaborating with other community institutions and organizations can be potentially recognized. Candidates should have an intermediate to advanced level of knowledge of software packages such as Microsoft Office, and Google Suite. The Person in this position will be working with community stakeholders including residents and small businesses and it is important that the candidate have excellent oral and written communication skills.

EDUCATION and/or EXPERIENCE:

- 2 year+ degree in office administration a plus
- Comfortable working with diverse populations
- Previous experience as an Administrative Assistant

SKILLS, ABILITIES, AND KNOWLEDGE:

- Ability to communicate effectively both written and orally
- Ability to communicate effectively with diverse individuals, groups, and organizations
- Ability to work individually and as part of a team
- Strong knowledge of Microsoft and Google Suites
- Knowledge of North Charlotte's communities either as a resident or through affiliation
- Excellent organizational and interpersonal skills
- Efficient and accurate database management skills
- Flexibility, able to manage multiple tasks and to thrive in a changing and growing organization

PHYSICAL DEMANDS:

While performing this job, the Office Administrator is expected to walk, stand, bend, stretch, and lift light objects on a regular basis. Reasonable accommodations may be made to enable individuals with disabilities to successfully perform the essential functions.

WORK ENVIRONMENT:

While performing the duties of this job, the Office Administrator is exposed to the outdoors intermittently when staffing outdoor events for varying lengths of time. The Office Administrator will also spend a considerable amount of time indoors in rooms and/or spaces that are noisy. The Office Administrator will sit at a desk in an office setting to complete paperwork, make phone calls, and manage the primary aspects of their duties and responsibilities.

COMPENSATION:

Compensation will be commensurate with education and experience. The pay range is between \$19 - \$25 per hour.

If you are interested in this position, we ask that you email info@universitycitypartners.org the following information individually in PDF format with Office Administrator in the subject title of your email: (1) Cover letter (2) Resume, and (3) references.