

PUBLIC WELFARE FOUNDATION

Position Announcement: Receptionist/Administrative Assistant

The Public Welfare Foundation, a national foundation with assets of more than \$400 million based in Washington, DC, is seeking a receptionist/administrative assistant. The position reports to the Manager of Administration.

About the Foundation

Established in 1947, the Public Welfare Foundation supports efforts to ensure fundamental rights, opportunities, and advancements for people in need. We look for carefully defined points where our funds can make a difference in bringing about systemic changes that improve people's lives. We focus on three programs: Criminal and Juvenile Justice, Health Reform, and Workers' Rights. The Public Welfare Foundation is known for its commitment to social justice, its openness to new ideas, and its creative, thoughtful, and venturesome grantmaking. For more information, please visit our web site at www.publicwelfare.org.

Receptionist/Administrative Assistant Position

The incumbent will serve as the receptionist for the Foundation and provide overall administrative support to the Foundation while specifically supporting the administrative staff. The incumbent will also coordinate the Foundation's space rental program.

Responsibilities include but are not limited to the following:

- Screening and routing telephone calls
- Processing mail
- Ordering supplies
- Filing, copying, and scanning
- Performing certain grants management tasks, including responding to inquiries from prospective grant applicants and current grantees
- Composing and editing correspondence
- Maintaining office equipment
- Assisting with preparation for Board of Directors meetings

Among the qualities an ideal candidate will have are:

- High school diploma or equivalent required; college experience preferred
- Minimum of two years experience in an office environment

- Excellent telephone demeanor and the ability to interact effectively with various external parties
- Experience supporting more than one person
- Strong organizational and administrative skills
- Proficiency in word processing, spreadsheets, email (Microsoft Word, Excel, and Outlook preferred), and some experience with databases
- Strong written and verbal communication skills
- Ability to work independently and as a member of a team
- Commitment to the Foundation's mission and values

The Public Welfare Foundation is an equal opportunity employer. The salary is competitive with excellent benefits.

Interested candidates may apply by submitting a cover letter and a resume to hr@publicwelfare.org or by sending these items to:

Receptionist/Administrative Assistant Position
Public Welfare Foundation
1200 U Street, NW
Washington, DC 20009