



Westfield Foundation seeks part-time Office Administrator

The Westfield Foundation is hiring for a part-time Administrator to support the day-to-day operations of The Foundation. We are looking for a vibrant and self motivated individual that is proficient in Excel, Word, and Google docs, as well as being comfortable learning our internal database. This individual should be extremely organized and forward thinking. In consultation with directions from the Executive Director, the Administrator supports issues of scholarship and grants administration, communication, marketing, finance and overall planning and maintains all Foundation records.

Day-to-Day Operations: The Administrator will be responsible for supporting the day-to-day operations of The Westfield Foundation, which include general administrative tasks.

Software Proficiency: Proficiency in Microsoft Excel, Word, Google Docs, and the ability to learn internal database systems is required. The Administrator will need to work with various software tools for data management and document creation.

Scholarship and Grants Support and Administration: The Administrator will assist in managing scholarship and grant-related issues. This may include reviewing applications, creating and organizing materials for the Board to review, coordinating with applicants, and ensuring compliance with grant guidelines as well as overseeing grant and scholarship payments.

Communication: Developing electronic communications to the Board and maintaining external correspondences related to grant cycles and scholarships. Clear and effective communication is crucial in this role.

Board Meetings: Keeping and distributing minutes from Monthly Board Meetings is an essential responsibility in order to document decisions and discussions within the organization.

Financial Tasks: Preparing Quarterly and Annual Fund Statements with our accountants and distributing to our Fundholders.

Vendor Management: Managing, coordinating and processing payments with office vendors to ensure the smooth functioning of day-to-day operations.

Overall Planning and Record-keeping: The Administrator is expected to contribute to the overall planning of Foundation activities including board meetings and annual events and maintain records related to r those responsibilities.

This individual will report directly to The Executive Director. Flexible weekly working hours average 15 hours in the office. Compensation will range based on experience, with \$25 per hour being the minimum. This position is not eligible for benefits.

Please provide cover letter and resume to: kathryn.curran-darcy@thewestfieldfoundation.org