



# San Antonio Area Foundation

## Where Giving and Community Connect

...helping donors achieve their charitable goals for the greater benefit of the community.



<b>DEPARTMENT</b> Human Resources/Learning and Development	<b>TITLE:</b> Front Desk Assistant	<b>REPORTS TO:</b> Vice President of Human Resources/Learning and Development
<b>DATE REVISED:</b> April 2019	<b>DATE EFFECTIVE:</b> April 2019	<b>EXEMPT or NON-EXEMPT?</b> Non-Exempt Annual Salary \$27k

### THE AREA FOUNDATION

The San Antonio Area Foundation has served as the sole, designated community foundation for the San Antonio area for over half a century, growing to become one of the Top 20 foundations in the nation based on asset size. The Area Foundation helps donors achieve their charitable goals, managing more than 500 charitable funds approaching \$1 billion in assets. Coordinating efforts with numerous area nonprofits, the Area Foundation serves as a collaborative leader, connecting donors to address key community issues and investing in our future. Since 1964, over \$400 million for scholarships and grants have been awarded to enhance the quality of life in our region. Learn more about your community foundation at [saafdn.org](http://saafdn.org).

**Our core values are: Community, Integrity, Passion, and Excellence.**

### SUMMARY OF RESPONSIBILITIES

The Front Desk Assistant performs routine clerical and administrative work in answering telephones, receiving the public, providing customer assistance with San Antonio Area Foundation hospitality requirements and events as needed, data processing, and record-keeping.

### COMPETENCIES/SKILLS

“The requirements listed below are representative of the knowledge, skill and/or ability required.”

- **Must adhere to Core Values: Community, Integrity, Passion, and Excellence.**
- Communication proficiency
- Ethical Conduct
- Flexibility
- Initiative
- Time Management

### QUALIFICATIONS

- Graduation from high school or GED equivalent
- Minimum of one year general office experience with practices such as typing, filing, accounting, bookkeeping

## **TASKS/FUNCTIONS**

- Answers central telephone system and directs calls accordingly.
- Receives the public and answers questions, in person and by telephone; responds to inquiries from employees, customers and others and refers, when necessary, to the appropriate person, official or department.
- Operates listed office machines as required.
- Prepares outgoing mail; sorts and distributes incoming mail.
- Duplicates and distributes materials.
- Composes, types and edits correspondence, reports, memoranda and other material.
- Assists public with the use of department facilities.
- Assist with Facilities and Area Foundation events as needed.
- Maintains office and hospitality supply inventory (weekly).
- Maintain and update inventory list in kitchens, breakrooms and workroom.
- Receive and document incoming checks for deposit.
- Serve as an effective team member of the San Antonio Area Foundation staff.

## **PHYSICAL DEMANDS / WORKING CONDITIONS**

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **TO APPLY**

Submit cover letter, resume and references to [rduran@saafdn.org](mailto:rduran@saafdn.org) with the job title in the subject line.

**The San Antonio Area Foundation is an Equal Opportunity Employer.**