



ADMINISTRATIVE ASSISTANT

The SBCC Foundation is looking forward to the addition of an **Administrative Assistant** to our successful and growing team. With assets of more than \$80 million and a full-time staff of fourteen, the new Administrative Assistant will play a crucial role in supporting the SBCC Foundation to reach the next level of success.

WHO WE ARE:

The **SBCC Foundation** is a national leader in community college philanthropy. Since 1976 it has provided Santa Barbara City College with private support, serving as the vehicle through which individuals and organizations may invest in the college and its students. As an independent 501(c)(3) non-profit organization, the Foundation distributes approximately \$5 million annually for student success programs (such as the SBCC Promise, offering all recent local high school graduates the opportunity to attend SBCC full-time at no cost), scholarships, book grants, and other critical needs of the college. The SBCC Foundation fuels the excellence of Santa Barbara City College by engaging the community, building relationships, and inviting the generosity of donors. The resources raised and managed by the Foundation enrich college programs, remove barriers, and empower students to succeed as they prepare for careers, transfer to four-year universities, and pursue lifelong learning goals.

THE ROLE:

The **Administrative Assistant** contributes significantly to the SBCC Foundation's day-to-day operations. Reporting to the Executive Assistant, they support the leadership in managing a busy office environment and ensuring that the SBCC Foundation continues to fulfil its mission.

WHAT YOU WILL CONTRIBUTE:

- Support the Executive Assistant as well as other senior staff members:
 - Assist with Foundation events
 - Assist with mailings
 - Share coverage and management of incoming calls
 - Filing and scanning
 - Assist with scheduling
 - Ensure that critical information is current in spreadsheets, rosters, etc.
 - Maintain/order/inventory office supplies

- Provide support to the Finance Department, including:
 - Filing and scanning
 - Assist with audit confirmations
 - Assist with annual 1099 tax returns
- Provide support with other office projects, as needed.

HOW YOU WILL SUCCEED:

- Collaboration and Inclusivity – Work with employees and volunteers from across the college, foundation, and community, and gain their trust, cooperation, and support; be an excellent team player who models collaborative work behaviors;
- Communication – Effectively transfer thoughts and expresses ideas orally or verbally in individual and group situations; share information openly and frequently and keep others well informed; keep the Executive Assistant well informed of work progress in meeting objectives; use effective listening skills to gain understanding from others; possess highly developed written skills;
- Drive for results – Demonstrate commitment to achieving results against internal and external standard of excellence; show a passion for continuous improvement;
- Initiative – Do more than what is required or expected in the job; do things that no one has requested that will improve or enhance the operation, avoid problems, or develop opportunities; plan ahead, anticipate challenges, and take appropriate action; do what it takes despite resistance;
- Problem Solving – Build a logical approach to address problems or manage the situation at hand by drawing on your knowledge and experience base, and calling on other resources as necessary;
- Highest ethical standards – Demonstrate commitment to the highest ethical standards as articulated in the Association of Fundraising Professional’s Code of Ethics;
- Passion – Demonstrate commitment to the organization’s mission and passion for the unique role that community colleges play in creating equitable access to higher education in the United States;
- Flexibility – Be flexible and adaptable to changing needs and priorities as expressed by Santa Barbara City College.



JOB POSTING

WHAT YOU BRING TO THE TABLE:

- High School degree required;
- Ability to work independently and as part of a team;
- Organizational skills and the ability to handle multiple projects;
- Experience working with people of diverse backgrounds;
- Ability to take initiative and willingness to take on responsibilities and challenges;
- Must be honest, ethical and have integrity;
- Proficiency in the use of Microsoft Office, Google and Outlook.

COMPENSATION:

The SBCC Foundation is committed to offering competitive compensation. The starting cash compensation range for this position is \$50,000 to \$55,000. A generous benefits package includes a comprehensive health plan, 403b match, and professional development support.

TO APPLY:

Send a cover letter and resume to morris@sbccfoundation.org.

No phone calls, please.

The position is open until filled.

References and other materials may be requested at a later date.