



Office Clerk

JOB DESCRIPTION

Job Summary: The Office Clerk is responsible for maintaining day to day administrative, archiving, and personnel services, as well as donor relations activities in order to support operations.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

Administration

- Schedule all meetings for the Executive Director
- Responsible for communicating with the Board of Directors for regular Board of Directors Meetings and other events
- Prepare and finalize written communication for Executive Director
- Staff Executive Director and/or Associate Director at scheduled meetings
- Create and prepare board packets
- Board Meeting minutes
- Open the office at 8AM
- Answer phone calls
- Ensure office is presentable for visitors (cleaning and trash removal)
- Acquire office supplies and coordinate office maintenance needs
- Pick up, receive, and sort mail
- Time sheets
- Verification of bank deposits
- Supervise student volunteers at various events
- Create electronic files for all fundraising events
- Assist in preparing tickets and invoices for confirmed companies and individuals
- Responsible for updating donor payroll deduction information
- Organization and archiving of UOGEF files-photos, press releases, news articles (electronic and hard copies)
- Media monitoring for UOGEF
- Other duties as assigned.

Donor Relations

- Communicate & Coordinate with donor and constituents concerning matters relating to UOGEF
- Engage in prospect and donor research
- Responsible for updating and maintaining donor information in Sales Force as needed.
- Coordinate acquisition of/and distribution of donor thank you gifts/cards.

Fundraising

- Organize, coordinate and/or assist in the production of events sponsored by UOGEF

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge of office administration
- Effective verbal, listening, and written communications skills
- Strong interpersonal/human relations skills
- Decision making skills
- Computer skills (i.e. Word, Excel, non-profit data base program)
- Ability to maintain relationships with significant and influential individuals
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality

MINIMUM QUALIFICATIONS

Education and/or experience equivalent to:

- At least two (2) years of related experience.

HOW TO APPLY:

- E-mail Resume with letter of intent to miracle@uogendowment.org
OR
- Drop Resume with letter of intent off at
UOG Endowment Foundation
House #10 Dean's Circle
University Drive, Mangilao, Guam 9691

FOR MORE INFORMATION OR QUESTIONS:

- Call (671)735-2957
- E-mail miracle@uogendowment.org or info@uogendowment.org

APPLICATION DEADLINE: JULY 3, 2020, 5PM