

FOUNDATION FOR THE CAROLINAS

JOB DESCRIPTION

Title: FFTC/CELC Support Associate

Division/Department: CELC / Community Programs and
Civic Leadership

Reporting To: Executive Vice President, FFTC and Executive Director, CELC

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY

This position provides administrative and program support to the EVP, FFTC and the Executive Director, CELC (50/50 split). The Support Associate is responsible for tracking key metrics and data, maintaining the website, serving as liaison with community workforce efforts and helping to support working teams and special committees. Ensures that the high standards of member and volunteer relations and interactions are consistently upheld. This role needs strong project management, communication, follow-up and responsiveness, often requiring a high level of prioritization, flexibility and autonomy within an environment of competing priorities and requests.

DUTIES & RESPONSIBILITIES

- Provide direct administrative and calendar support to the EVP and ED to include meeting coordination, materials preparation, documentation & set-up
- Assist in tracking of key metrics and maintain current dashboard, including FFTC and CELC company commitments
- Maintain the CELC website and member portals
- Participate as FFTC or CELC representative on community workforce boards and committees as requested
- Stay abreast of community work and identify efforts key to FFTC and CELC goals
- Assist with filing, contacts and additional organizational support for EVP and ED
- Support CELC Working Teams, including membership roster management, meeting summaries, speaker confirmations and meeting logistics
- Respond to request for information
- Compose correspondence and drafts (external and internal) such as memos, letters, reports, presentations, agendas, spreadsheets and meeting materials as necessary
- Implement, maintain and develop efficient and effective administrative systems to include paper and electronic file systems for both routine and project specific work
- Work independently on project assignments as needed

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

JOB QUALIFICATIONS & SKILLS

- Bachelor's degree or 1-3 years administrative or similarly detailed-based work experience
- Advanced proficiency in Microsoft Word, Excel, Project, Outlook, & PowerPoint
- Knowledge of and experience with SquareSpace a plus

- Strong project management and organizational skills
- Background in or strong interest in data analytics
- Responsive, service-oriented workstyle
- Strong organizational & scheduling skills
- Ability to multi-task, work under pressure and maintain deadlines
- Ability to work both independently and as part of a team
- Strong communication skills with clients, employees, management and contractors
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another.

Note: Proof of fully authorized vaccinated Covid-19 status and booster are required (or FFTC authorized religious or disability accommodation).

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 7 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

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|---|---|--|
| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input checked="" type="checkbox"/> Customer Skills | <input checked="" type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input checked="" type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input type="checkbox"/> Managing Meetings | <input checked="" type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Quality of Work |
| <input type="checkbox"/> Relationship Building/Networking | <input type="checkbox"/> Results Oriented | <input type="checkbox"/> Technical Skills |
| <input checked="" type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input checked="" type="checkbox"/> Writing Skills |