

**UNITED CEREBRAL PALSY ASSOCIATION  
OF GREATER SACRAMENTO, INC.**

***JOB DESCRIPTION***

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**NAME OF EMPLOYEE** (Last Name First)

**SOCIAL SECURITY #**

Mr.  
Mrs.  
Ms.

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**POSITION:** Administrative Assistant

**PAY RATE:** DOE

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**WORK IS:**

Full time

**DATE OF HIRE:**

Part time

**DAYS & HOURS OF WORK:**

Monday – Friday / 8 AM - 5 PM

Contractual

**LUNCH PERIOD:**

**WORK SITE:** 191 Lathrop Way, Ste N  
Sacramento, CA 95815

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**CLASSIFICATION:**  Exempt

Non-exempt

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**BASIC FUNCTION:** Responsible for all computer and secretarial needs of the HR and Development Department. Assists with all special events and fundraising projects as assigned. Provide back-up for the Office Manager.

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**SUPERVISOR:** Director of Development

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**QUALIFICATIONS:** Word processing and computer experience as well as strong secretarial skills. Detail oriented and able to handle multiple priorities at the same time; multi-tasking is essential. Must be able to communicate effectively, both verbally and in written form; above average written communications skills are necessary as well as the ability to interact in person and over the phone with a wide variety of constituents. Strong technical skills with mid to advanced capabilities in Word and Excel; some knowledge of Publisher helpful. Event planning experience is required. Desktop publishing experience is a big plus. Must have at least 5 years of experience in a professional environment and be able to type 60 wpm. Must have own transportation which can be used on the job.

**DUTIES AND RESPONSIBILITIES:**

- 1) Typing of all fundraising correspondence, reports, newsletter articles, committee minutes, department forms, etc.
- 2) Assist in recruiting and coordinating volunteers for all department functions.
- 3) Responsible for all mail-outs i.e. newsletters, letters of appeal, thank you letters, etc., through 1st class and/or bulk mail.
- 4) Maintain accurate files and the maintenance/upgrading of the computerized donor list.
- 5) Handle accounting for special events income. Develop plan to follow-up on bad checks and bad visa/mastercard returns.
- 6) Keep media mailing lists updated.
- 7) Assist in writing newsletter articles, planning layout and final printing details and mailing.
- 8) Develop and expand mailing lists and invitation lists for all special events.
- 9) Develop automatic thank you letter plan generated from daily cash receipts for all development department contributions.
- 10) Work on Donor Data Base to make files more accessible for UCP's needs
- 11) Attend weekly Development Dept. meetings, and schedule personal weekly meeting with supervisor.
- 12) Generate thank you letters for volunteers for each event.
- 13) Provide back-up for Office Manager daily.
- 14) Support the administrative needs of the HR department.
- 15) Other duties as assigned.

**LINE OF AUTHORITY**

For establishing policy:   None  
For incurring expenses:   Only as budgeted  
For personnel changes:   None

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I have read and do understand the *Personnel Policies*.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition or physical handicap.**