



Healthy Kids and Family dba Our Future West Virginia

1506 Kanawha Blvd. W, Charleston, WV 25387

Job Posting for Administrative Assistant

About OFWV

Our Future West Virginia is a statewide non-profit, working on local and state issues of Civic Engagement, Education, Healthcare, and Environmental, Racial, Economic, and Social Justice. We work to change the balance of power through grassroots led policy change, developing local leadership, and bringing diverse voices together.

Our Future WV Mission Statement

Our Future West Virginia meets folk where they are, helping communities build local power to upend oppressive systems around them. We envision a West Virginia where EVERY person has the justice, dignity, and equity needed to thrive.

The Administrative Assistant will work under the direct supervision of the Executive Director and be in close contact with all staff. The primary office for the administrative director is the Charleston office, working Monday through Friday from 8:30am until 4:30pm. You may be asked to travel 1-3 days/month for special events and to visit staff members in the field.

Primary responsibilities of the administrative assistance include but not limited to:

General office management and organizing

- Arrange and Maintain the Executive Director's schedule.
- Provide assistance with events and projects.
- Filing and Answering Phones
- Create a system for stocking supplies, be a point of contact for office issues, etc.
- Maintaining human resource policies for organization and team members.
- Assist in the onboarding process for new hires.
- Manage HR documents for staff and contractors.

- Internal and external communications between the Executive Director and Staff by managing the flow of information internally (shared calendar), to our volunteers (e mail list), and to the public (traditional and social media)
- Database management
- Assist with Newsletter
- Must have good working knowledge of Google Workspace and Email Marketing platforms

Support Financial Management

- Filing and Submitting Staff Expense Reimbursements
- Overseeing and Managing Quickbooks
- Collecting and Maintaining Staff Timesheets
- Manage the Grant Management System/ Data Entry
- Coordinate with the accountant regarding payroll and account reconciliations, receivables, and payables. Ensure all expenses and income are coded to the appropriate grant.

Support Organization's Board of Directors

- Preparing
- Taking board meeting minutes

Qualifications-

1. Computer literate with knowledge of word processing, spreadsheet, Microsoft Soft and publisher.
2. Excellent Communication skills – verbally and written word.
3. Previous experience working in an office setting.
4. Ability to work independently and task oriented.
5. Ability to multitask programs and assist with grant writing.
6. Must possess excellent organizational skills, good interpersonal skills and maintain a high level of confidentiality.

Salary, Benefits, and other Details:

\$31,200 annually (commensurate with experience), plus health benefits, generous paid time off and family leave, and reimbursement for all travel and on-the-job expenses.

***Accepting Applications until position is filled. Review of applications begins October 16, 2023.
Email Cover Letter and Resume to: [hiring@ourfuturewv.org](mailto: hiring@ourfuturewv.org)***

Please include the following in your application:

- Resume

- Cover letter that tells us who you are, what matters to you, and why you would be excited to take on this role.
- Two professional references

For more information about the organization or the position, please inquire at hire@ourfuturewv.org.