

UNITED WAY OF LEE, HENDRY, & GLADES COUNTIES
Job Description

Position Title: Administrative Assistant & HR Support

Supervisor: Chief HR & Facilities Operations

Classification: Full-time, Non-Exempt (hourly)

Salary Range: \$40,000 - \$45,000 DOE (\$19.23 - \$21.63)

Location: Fort Myers, FL

Application Deadline: December 12, 2024

Submit Cover Letter and Resumé: Lisette@UnitedWayLee.org

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer-driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is a \$20 million nonprofit social services organization, with 80+ employees in five locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

Job Summary: This is an administrative support and coordination position, requiring experience in Human Resources and a high degree of discretion, tact, and the ability to preserve confidential and sensitive information. This individual works and interacts with the UWLHG staff, manages document retention and destruction, orders supplies, processes Purchase Orders and other duties as needed. They work directly with department teammates including the Systems Administrator and Facility Maintenance Technician.

Key Responsibilities/Requirements/Essential Functions

- Possess experience and understanding of Human Resource best practices and compliance.
- Be dedicated to providing exceptional service to staff, vendors, volunteers, and guests.
- Be comfortable with digital processes and new software programs.
- Experience with ADP preferred.
- Have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- Be able to work independently on projects and able to work efficiently under pressure while handling a wide variety of activities and confidential matters with discretion.
- Supports other department staff including Systems Administrator and Facilities Technician
- Assists the Chief HR Officer with the onboarding process for new hires.
- Other duties include maintaining inventory, supporting staff wellness initiatives, covering reception desk when needed, and other tasks as assigned or anticipated.

Direct Reports – None

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and/or Experience & Requirements:

- Five years experience as an administrative assistant with Human Resource focus
- Bi-Lingual English and Spanish candidates highly preferred.
- Proficiency in Microsoft office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships.
- Demonstrated proactive approach to problem-solving.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service.
- Emotional maturity.
- A team player with the ability to work with UWLHG senior management to achieve organizational goals.
- Strong verbal and written communication skills.
- Ability to work independently.

Physical Requirements and Working Conditions

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, talk, and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/ or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with department meetings/events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Requires talking, hearing, and visual acuity sufficient to perform these major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

Licenses- Valid Florida Driver's License. (Only if necessary for the position)

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, including occasional off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Some evening and weekend hours may be required as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.

UWLHG is an exceptional workplace that can provide you with:

- The opportunity to work with smart, passionate, enthusiastic team members, volunteers, diverse staff, and other constituents
- A culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunities to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401k retirement plan, accrued Vacation and Sick time