



**Position:** FRONT DESK ASSISTANT (PART-TIME)

**Description of Position:**

The Front Desk Assistant is a part-time, non-exempt staff position that helps ensure the Community Foundation's office operates smoothly and presents a welcoming, organized, and responsive environment for visitors, donors, and partners. This role serves as the first point of contact for the organization and provides essential administrative and logistical support to the broader staff team. Primary responsibilities include managing reception and correspondence, maintaining shared office spaces and supplies, assisting with donation intake, and providing administrative support for events, particularly Old Bill's Fun Run.

**Reports To:** Office Manager

**FLSA Status:** Non-Exempt

**Primary Duties and Responsibilities:**

➤ **Front Desk & Reception**

- Serve as the first point of contact for the Community Foundation by greeting visitors and answering incoming phone calls with a warm, professional, and responsive presence.
- Respond to basic phone and email inquiries and route questions or requests to appropriate staff as needed.
- Maintain an organized and welcoming front desk and public-facing office environment.
- Maintain basic visitor or front-desk logs as applicable.

➤ **Mail, Correspondence, & Services**

- Receive, sort, and distribute incoming mail, newspapers, packages, and faxes; prepare and send outgoing mail and packages on a daily basis.
- Retrieve mail from the post office and complete other occasional off-site errands as needed.
- Manage postage and shipping needs, including maintaining FedEx and UPS accounts and monitoring postage meter usage.
- Monitor, restock, and purchase basic office, kitchen, and supply staples to ensure day-to-day office functionality.
- Support upkeep of shared and public office spaces, including kitchen areas, recycling, and general organization.

➤ **Administrative & Donation Support**

- Assist with receiving donations, race registrations, and other materials, ensuring items are routed accurately and securely to appropriate staff.
- Provide general administrative support to staff as needed, including light data entry, document handling, meeting logistics, and internal coordination.



- Participate in weekly staff meetings to maintain a general understanding of organizational priorities, activities, and upcoming needs in order to effectively support front desk, administrative, and event-related work.
- Perform other duties as assigned that support day-to-day office operations and administrative needs.

#### Qualifications:

- Demonstrated experience in a front desk, reception, or administrative support role, including serving as a first point of contact and responding to visitors and inquiries in a courteous, organized, and timely manner.
- Strong organizational skills and attention to detail, with the ability to manage routine administrative tasks and shifting priorities in a busy office environment.
- Clear and effective verbal and written communication skills, including comfort answering phones, responding to basic email inquiries, and sharing information accurately.
- Proficiency with common office technology and software, including email, calendars, basic data entry, and standard office equipment.
- Ability to work collaboratively as part of a team while also carrying out assigned tasks independently and reliably.
- Availability to work a consistent part-time schedule, with flexibility to provide additional support during peak periods or special events a plus.
- Ability to handle sensitive information with discretion and follow established confidentiality and data-handling practices.
- Access to reliable transportation to perform occasional off-site job duties during work hours.

#### Key Competencies

You bring integrity, adaptability, and a collaborative spirit to your work. You communicate clearly, think critically, and take initiative while respecting and valuing diverse perspectives.

#### Values:

The Community Foundation of Jackson Hole is a values-driven organization. Our work and our culture are driven by our core values:

- **Community:** We foster authentic relationships built on integrity, mutual respect, and inclusivity. We are committed to meeting the evolving needs of our community to sustain a vibrant Jackson Hole.
- **Collaboration:** Together we approach every experience and partnership as an opportunity to learn and invest in each other. We nurture a collaborative and safe environment for all to encourage meaningful change.



- **Connection:** We believe in connecting generosity with opportunity. To build a bridge from passion to purpose. We lead by understanding needs first, then by action and innovation so that cause can meet contribution.
- **Compassion:** We offer trust and compassion. We support the unique value, circumstances, and perspectives of individuals and organizations. We are mindful of our influence.
- **Curiosity:** We open our minds to possibility. In everything we do, we are active listeners, seeking understanding so that we can improve and adapt to new ideas.

### **The Environment:**

The Community Foundation of Jackson Hole has a mission of improving lives through philanthropic leadership. This includes acting as a leader, catalyst, and resource for our community. We make grants, provide excellent donor services, and ensure the sustainability of our philanthropic community. We do these things well because we listen hard to our community. We have committed to opening our minds to possibility. Our team is smart and flexible but that is not as important to us as our desire to create a supportive environment where we can make meaningful change. We talk things through and then we innovate and take action. We believe in integrity, mutual respect, and inclusivity. If this resonates, we've been waiting for you.

**Pay:** \$30 / hour

**Schedule:** Approximately 20-25 hours per week, weekdays during regular business hours

**Benefits:** This part-time position is not eligible for benefits.

### **To Apply**

Submit the following to [careers@cfjacksonhole.org](mailto:careers@cfjacksonhole.org) by Sunday, January 25<sup>th</sup>

1. a cover letter outlining why you're a great fit for the role
2. your resume
3. three professional references, including at least one direct supervisor (*references will not be contacted until advanced stages of the interview process*)