

Associate, Business

The Raymond John Wean Foundation leverages a powerful combination of grantmaking, capacity building and convening and partnerships to advance community building in the under-resourced communities of Warren and Youngstown, Ohio.

Driven by our values, we partner with residents, organizations and civic leaders toward our vision of empowered residents creating an equitable Mahoning Valley. Since 1949, we have refined our efforts to create a future where race has no influence on how a person fares in society. We seek to create an environment where an individual can feel welcomed, respected, supported and valued to participate fully. True belonging.

Aligned with the Foundation's race equity and inclusion outcomes, a primary function of this position is to lead and implement various front-line administrative functions for the Foundation and the office of the president.

Key Responsibilities

General Office

- Greet and direct visitors and callers in a friendly and professional manner.
- Answer and screen telephone calls and take detailed messages.
- Process incoming and outgoing mail.
- Accurately transcribe handwritten notes or other provided information into digital format ensuring proper formatting and attention to detail.
- Coordinate effective and efficient meetings including venues, meeting materials and documentation (agenda planning, note-taking), and follow-on action items with task owners to ensure completion.
- Maintain electronic and physical filing system ensuring the compliance of files and records, per records management policies. Maintain accurate and organized records, including supporting documents for auditing and compliance purposes.
- Provide support for organizational work plans.
- Open, secure, and close facility.

C-Suite Support

- Provide support for C-suite, including travel and expense reports; assist with proactive and confidential support to the president including appointments, research and creating and organizing files and records.
- Prepare agendas and materials, take notes.
- During peak times, support administrative functions of grantmaking lifecycle from approval to evaluation.

Business Office

- Support maintenance of agreements, memberships, contracts, and invoices.
 - Ensure accuracy, correct coding and timely submission;
 - Ensure goods or services were received before processing payment to vendors;
 - Follow up on invoices not yet received or paid;

- o Maintain communicative relationships with vendors;
- o Ensure compliance with internal controls, policies and procedures for all A/P processes;
- o Complete bank deposits.
- Coordinate the lifecycle of an employee; ensure compliance with human resource processes; preemployment screening to offboarding functions.
 - o Coordinate the collection of 30-60-90 and annual reviews.

Other duties as assigned.

Requirements

We acknowledge the significance of an individual's life experiences as a valuable skill set, recognizing that skills are cultivated through diverse encounters. During our application review process, we adopt a comprehensive approach to evaluating each applicant's background. Nevertheless, we prioritize candidates who exhibit the following qualifications:

- A minimum of one year experience in an office setting.
- Ability to implement efficient processes to manage front-line work.
- Ability to prioritize multiple assignments and activities, excellent organizational skills.
- Ability to work within deadlines and pay attention to detail and accuracy.
- Ability to identify challenges and opportunities and implement practical solutions when a clear lack of process or standard is absent.
- COVID19 Booster: To ensure the well-being of our employees and community, we mandate that candidates applying for this position have received all CDC-recommended vaccine doses, including COVID boosters. Proof of vaccination will be requested as part of the interviewing process. Exceptions for medical or religious reasons may apply, with appropriate documentation required. Your cooperation in upholding a safe work environment is greatly appreciated.

A successful candidate will demonstrate:

- Commitment to race equity and inclusion as a personal and professional value.
- Energetic, dependable (get it done), and exemplary (get it done exceptionally well).
- A passion for being helpful and supportive, with a natural inclination to anticipate the needs of others, whether that be Foundation staff or grantees.
- Meticulous attention to detail and ability to consistently incorporate long-term thinking.
- Responsive and concise communication skills, verbal and written.
- Ability to interact amid a diverse community.
- Possess high self-awareness relative to strengths and weaknesses.
- Ability to give and take feedback as part of a learning culture committed to achieving better results.
- Ability to identify challenges and opportunities and implement practical solutions when a clear lack of process or standard is absent.
- Data-driven, you apply current research and fact-checking to enhance your work, educate and inspire your audience, and maintain credibility.
- An enthusiastic and resourceful team player, who enjoys being part of a collaborative, collegial environment, with the ability to effectively work independently.

- Demonstrates a strong desire to independently problem-solve.
- Motivation to continuously pursue training and development opportunities to build knowledge and skills and share expertise with others.
- High level of integrity; high level of discretion, critical thinking, and judgment in handling sensitive and confidential information.
- Maintains a good work ethic and a good sense of humor and purpose.

Technical Skills

- Strong experience and proficiency with using a wide variety of software, with the capacity to learn various systems and platforms, including, for example:
 - MS Office Suite, with emphasis on Outlook, Word, Excel and video conferencing
 - Google Workspace, with emphasis on Google Drive, Docs, Sheets, Forms
 - Grantmaking platforms
 - Project management tools

Physical Demands

- Frequently requires standing; walking; and kneeling.
- Requires the ability to occasionally lift or carry; push or pull, or otherwise move objects up to 20 pounds.
- Requires the ability to ascend or descend stairs.

Job Type: Full-time

Classification: Non-exempt

Expected hours: Up to 36 hours per week

Hourly rate: \$25.00

Reports to: Executive Administrator

Supervisory Responsibility: No

Travel: Local and statewide. Occasional US-based travel may be required

Schedule: Tuesday-Friday, 8:00a – 5:00p ET; some evenings and weekends may be required

Work Location: Onsite - 147 West Market Street Warren, OH 44481

Competitive Benefits Package: Full-time employees receive exceptional benefits, including generous paid leave, medical, dental, and retirement with employer contribution. Healthcare coverage is effective on the first day of employment, if selected.

Hiring Process:

The hiring process for this candidate will include:

- Skills assessment*
- Interview(s) with executive staff
- Reference and background check

*If candidates advance to these stages, they will be compensated at a standard rate of \$25 per hour for time spent on submitting materials and participating in activities.