

# Office Administrator for Federation of Community Councils

*Part – Time (20hrs/week) / In Person*

## Position Description

The Federation of Community Councils (FCC) is seeking a reliable and organized Office Administrator to join our team. The Office Administrator will play a pivotal role in ensuring the smooth and efficient operation of our office. This position involves providing administrative support to the Executive Director and Community Councils.

This position is overseen by the Executive Director.

## Responsibilities

- Greet and assist visitors in a courteous and professional manner.
- Answer and direct phone calls.
- Respond to emails and correspondence promptly and professionally.
- Maintain records digitally and physically.
- Process vendor payments and receipts.
- Perform general clerical duties, including handling mail, photocopying, scanning, and filing documents.
- Assist with scheduling and setting up meetings for the Executive Director and Community Councils via Zoom.
- Assist with the preparation and distribution of internal communications, memos, and reports via Constant Contact and email.
- Assist with data entry and maintaining databases.
- Assist with special projects and tasks as assigned.

## Job Requirements

- Computer Software Technical Proficiency - including Microsoft Suite, Google Suite, Zoom
  - Database experience such as Constant Contact preferred but not required
- Strong verbal and written communication
- Attention to detail and accuracy
- Time management and initiative
- Customer service skills

Work will be 20 hours per week, Monday – Thursday from 1pm – 6pm at the Community Councils Center. Additional hours may be requested if candidate is available.

## The Organization

The Federation of Community Councils, Inc. (FCC) is a 501(c)3 that was founded in 1975. The Federation receives the majority of its funding through a grant from the Anchorage Assembly and provides services to the Community Councils in Anchorage such as mailing, email support, training, and historical documentation. The FCC is governed by a board composed of representatives of each Community Council.

## Compensation

\$16 - \$18 per hour depending on experience.

Federation of Community Councils offers 11 paid holidays and annual leave. Part time employees receive holiday pay if their schedule day falls on the holiday.

## Statement of Non-Discrimination

Federation of Community Councils is an equal opportunity employer to all, without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

## Application Process

Please submit a resume to [execdirector@communitycouncils.org](mailto:execdirector@communitycouncils.org). Subject line should say “Office Administrator Position”. Communications will be treated confidentially, and resumes will be accepted until the position is filled.

Resume reviews begin immediately.