



Serving local community affiliates in Central Kansas

Job Title: Administrative Assistant

Organization: Central Kansas Community Foundation (CKCF)

Work Environment: Corporate Office in Newton, KS (Not a remote position)

Position Type: Full-Time, Exempt

Reports To: CKCF CEO

About Us:

Central Kansas Community Foundation (CKCF) is committed to Building Stronger Communities Through Charitable Giving. As a host foundation to 18 affiliate foundations across Central Kansas, CKCF supports rural philanthropy and community development. Originally founded in 1994 and strengthened through a 2009 merger with the Greater Newton Community Foundation, CKCF continues to serve as a regional leader in charitable giving and nonprofit support. www.centranknasascf.org

Position Summary:

The Administrative Assistant plays a vital role in ensuring the smooth and efficient operation of CKCF's corporate office. This position primarily supports the CEO and designated staff by managing administrative functions, coordinating internal communications, overseeing operational and office systems, special projects and contributing to HR processes with the CEO. The Administrative Assistant also serves as a key point of contact for vendors, contractors, and community partners, helping maintain a professional and mission-aligned organizational presence.

Core Competencies:

- Strong organizational and time management skills
- Excellent interpersonal and customer service abilities
- Proactive problem-solver, critical thinker, solution oriented
- Professional communication (written and verbal)
- Attention to detail and accuracy
- Ability to manage multiple priorities and deadlines
- Exemplary computer skills, office 365 suites mastery and able to adapt to customized database systems
- Collaborative team player with a service-oriented mindset

Key Responsibilities:

Administrative & Office Management

- Oversee day-to-day office operations, including supplies, scheduling, filing and vendor coordination
- Maintain organizational calendars, including committee and staff scheduling support
- Serve as the primary point of contact for general inquiries and office communications
- Ensure a welcoming and professional office environment for staff and visitors

- Support internal meeting logistics, including agendas, minutes, and follow-up tasks

Human Resources Support

- Assist the CEO with HR-related tasks such as onboarding, personnel documentation, and compliance tracking and ancillary benefit management
- Maintain confidential employee records and support benefit administration
- Coordinate staff training schedules and performance review timelines

Database & Systems Management

- Point of contact for technology vendor support for organization and staff, run interference on staff needs with technology support, while assisting CEO with technology vendor relationship management
- Prompt staff and also support management of donor and organizational databases, ensuring data integrity and timely updates
- Generate reports and assist with data analysis for internal and external use
- Support staff in using multiple software programs and other digital tools effectively

Communications & Design Coordination

- Lead internal communication efforts and support external messaging in collaboration with staff
- Assist with graphic design tasks or coordinate with external designers to ensure brand consistency
- Review and edit newsletters, social media posts, and promotional materials; skills in design preferred
- Maintain CKCF's visual and written communication standards across platforms

Project & Program Support

- Provide administrative support for grant-funded initiatives, including PFF Capacity Building Program
- Assist with documentation, reporting, and coordination of project timelines
- Support CEO and staff with special projects and events as needed

Education & Experience Requirements:

- Bachelor's degree preferred; specialized training in office administration or nonprofit experience is a plus
- Minimum of 4 years of relevant professional experience in office or applicable administrative management
- Experience supporting executive leadership and managing HR or operational functions strongly desired

Preferred Skills:

- Proficiency in Microsoft Office Suite and donor management software
- Strong written and verbal communication skills
- Experience with graphic design tools or coordination with design professionals
- Familiarity with nonprofit operations and community engagement
- Ability to work independently and collaboratively in a fast-paced environment
- Technology support experience a plus

Physical Requirements:

- Ability to sit, stand, walk, and lift up to 20 pounds
- Close vision required for computer work and document review
- Able to drive and travel independently within CKCF's service area, though infrequent
- Occasional work outside standard hours may be required
- Valid Kansas driver's license required

Compensation & Benefits:

Salary is commensurate with education and experience. CKCF offers a competitive benefits package including:

- Paid vacation, sick leave, and generous holiday schedule
- 3% matching Simple IRA retirement plan
- Health reimbursement benefit
- Mileage reimbursement
- Access to ancillary benefits including Group Term Life Insurance, AD&D, and Short-Term Disability coverage

How to Apply: Interested candidates are invited to submit a resume, cover letter, and references to angie@centralkansascf.org. Please include "Administrative Assistant" in the subject line. The position shall be Open Until Filled.

Central Kansas Community Foundation is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Note: This job description is not exhaustive and may be modified to meet the evolving needs of CKCF.