



**Virginia G. Piper Charitable Trust
Receptionist/Administrative Assistant
Job Description**

About Virginia G. Piper Charitable Trust

Honoring the legacy of Virginia Galvin Piper, Virginia G. Piper Charitable Trust supports organizations that enrich health, well-being, and opportunity for the people of Maricopa County in Arizona. The Trust concentrates its efforts in six areas: Arts and Culture, Education, Healthcare and Medical Research, Older Adults, and Religious Organizations. Learn more at pipertrust.org.

Position Summary

The Receptionist/Administrative Assistant is responsible for projecting a positive, professional, and welcoming demeanor to the Trust's visitors and callers. This position provides a variety of administrative support services and reports to the Facilities Supervisor. As Receptionist/Administrative Assistant, this critical position shares in the collective commitment of Piper Trust to positively impact communities in Maricopa County.

Position Specifics

- Answer phones, greet visitors, and open/sort mail.
- Prepare/maintain guest badges and visitor log.
- Provide a range of administrative assistance such as: schedule meetings, prepare agendas; copy/assemble meeting materials; assist with contact database updates; assist with meeting logistics; schedule Federal Express, UPS, and special courier deliveries; order office/kitchen supplies.
- Track/organize and submit invoices or credit card charges
- Assist with logistics for Piper Academies and other Trust-related events such as: prepare/assemble event materials, prepare/organize name tags, track attendance, organize and place food/catering orders, etc.
- Oversee and track RSVPs for monthly Piper 101 sessions.
- Coordinate meeting requests with Facilities Coordinator for various internal and external events.
- Provide a range of administrative assistance in support of Piper Trust initiatives such as Read On Arizona and Eyes On Learning.
- Maintain inventory of Piper Trust Biographies and other publications/materials.
- Update/maintain staff phone list/ directory, receptionist desk manual, and catalog of Piper Trust internal library.
- Assist with proofreading assignments.

Position Requirements, Knowledge, and Experience

- Minimum of five years administrative experience required.
- Excellent knowledge of multi-line phone systems and routine office procedures.
- Excellent interpersonal and organizational skills.
- Intermediate knowledge of Microsoft Office; Word, Excel, and Outlook.
- Ability to lift, carry, or move up to 40 lbs.

- Ability to work in an open space and adapt to changing environments and techniques.
- Knowledge about nonprofit organizations is a plus.

The Successful Candidate Demonstrates

- Self-motivation to take initiative in all areas of responsibility.
- Ability to be flexible and solution-oriented. Attention to detail, strong follow through, and superb skill at being organized amidst multiple projects and deadlines.
- Maturity and sensitivity to work with diverse personalities in a highly collaborative team environment.
- Commitment to the purpose of Piper Trust with attributes of a servant leader.

Employment

This position is full-time and eligible for Piper Trust's excellent benefits; salary is commensurate with experience. The position is considered to be Non-Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. All new employees observe a 90-day introductory period.

Virginia G. Piper Charitable Trust is a private foundation and an equal opportunity employer; all employees and applicants are afforded equal opportunities for employment without discrimination of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, or any other protected characteristic established by law.

How to Apply

This position description for the Receptionist/Administrative Assistant is available online at pipertrust.org/employment. To apply, email a cover letter, resume, and contact information for three professional references as a single Word or pdf document to: employment@pipertrust.org.