



## **POSITION DESCRIPTION: ADMINISTRATIVE ASSISTANT**

### **ORGANIZATION:**

Established in 1980 by Leon Levine, founder and former chairman of Family Dollar Stores, Inc., **The Leon Levine Foundation** (TLLF) empowers underserved Carolinians to be self-sufficient and strengthens Jewish communities.

Based in Charlotte, N.C., the Foundation creates impact through grants and investments across North and South Carolina, supporting both long-standing community partners and focused strategic initiatives. The Foundation is on a time-bound mission to strengthen children and families, build strong futures for hardworking adults, and cultivate vibrant Jewish communities. Guided by Mr. Levine's vision, the Foundation's philanthropy is anchored in four enduring areas of impact: education, healthcare, human services, and Jewish values.

TLLF seeks employees from diverse backgrounds, faiths, and life experiences to join the team. The Foundation strives to create an equitable workplace where all good ideas rise to the top. For more information, please visit [www.leonlevinefoundation.org](http://www.leonlevinefoundation.org).

### **FUNCTIONS:**

The **Administrative Assistant** provides essential operational, administrative, and customer service support to ensure the smooth and professional functioning of the Foundation's office. As a core member of the Information Management (IM) Team, this role contributes to an efficient, welcoming, and collaborative work environment by supporting daily operations, logistics, and events.

Reporting to the Information Manager, the Administrative Assistant manages front-desk reception, office coordination, and meeting preparation while assisting with event logistics and cross-departmental communication. This position plays a key part in maintaining the high standards of organization, professionalism, and hospitality that reflect the Foundation's mission and culture.

### **KEY RESPONSIBILITIES:**

#### **Systems Strategy, Administration & Optimization**

- Maintain scheduling, mail, supply, and front-desk systems to ensure daily efficiency.
- Use Salesforce, Outlook, and related platforms to track office tasks and support workflow documentation.
- Provide administrative coordination that supports organizational processes.

#### **Data Governance, Integrity & Reporting**

- Maintain accurate records of office supply inventory, vendor logs, and visitor tracking.
- Support updates to internal contact lists, calendars, and scheduling data.
- Protect confidentiality in all information handling and communication.

#### **Technology Planning, Implementation & Support**

- Support meeting and event technology setup, including conference systems, AV, and video platforms.
- Report technical or maintenance issues promptly and coordinate with external IT support as needed.
- Assist in onboarding and offboarding processes, ensuring workstations and materials are ready.

#### **Board & Executive Support**

- Provide administrative and logistical assistance for Board and leadership meetings, under direction from the OEM and Executive Assistant.
- Prepare and organize meeting spaces, materials, refreshments, and hospitality elements.
- Greet guests and Trustees with professionalism and discretion.

#### **Cross-Team Collaboration & Organizational Integration**

- Coordinate logistics and communication for cross-departmental meetings and shared spaces.
- Assist Program, Research & Evaluation, Investments, and Communications staff with scheduling and operational needs.
- Support Foundation-wide events and convenings through responsive, hands-on collaboration.

#### **Office Operations, Events & Space Management**

- Serve as the first point of contact for visitors, ensuring a welcoming and professional atmosphere.
- Manage mail distribution, supply inventory, and upkeep of shared spaces.
- Assist with event setup, catering, and cleanup in collaboration with the OEM.
- Ensure conference rooms and break areas remain organized and fully stocked.

#### **Training, Documentation & User Engagement**

- Follow established Standard Operating Procedures (SOPs) and contribute updates as needed.
- Maintain familiarity with office systems, scheduling tools, and internal processes.
- Communicate effectively with staff and vendors regarding daily operations and logistics.

#### **Compliance, Risk Management & Continuous Improvement**

- Adhere to all Foundation policies related to safety, confidentiality, and workplace conduct.
- Identify opportunities for improved office efficiency and service delivery.
- Support the OEM and IM team in audits, compliance checks, and documentation efforts.

### **QUALIFICATIONS:**

#### **Education & Experience**

- Experienced professional with 6+ years of experience in administrative, office coordination, or customer service roles.
- Bachelor's degree preferred or equivalent relevant experience.
- Experience supporting a professional or nonprofit environment is preferred.
- Demonstrated ability to manage multiple priorities and provide consistent, reliable support.

#### **Skills & Competencies**

- Maintains organization, reliability, and thoroughness in managing daily tasks.
- Communicates clearly and professionally with staff, guests, and vendors.
- Provides a welcoming and responsive presence at the front desk and in all interactions.
- Balances multiple priorities efficiently while maintaining accuracy and timeliness.
- Assists with logistics and setup for meetings and events with attention to detail and professionalism.
- Uses Microsoft Office Suite, Outlook, and other digital tools effectively.
- Works closely with the OEM, IM team, and other departments to meet operational goals.
- Responds flexibly to changing priorities and time-sensitive needs.
- Handles sensitive information with discretion and professionalism.
- Anticipates needs, identifies issues early, and offers practical solutions.

#### **Other Requirements**

- Willingness and ability to travel to external meetings and convenings.
- Deep alignment with the Foundation's mission, vision, values, and commitment to impact.

#### **BENEFITS:**

- Competitive salary, bonus, and discretionary grant pool
- Eligible for review and performance-based compensation adjustment each June 30
- 401(k) with a 3% contribution and a 5% company match
- Employee fully paid health insurance, dental, vision, disability, and life insurance
- 20 days of annual leave, prorated for the first year and increases to 25 days after 2 years of service, along with 10.5 paid holidays and paid sick leave.
- Student Loan Repayment of \$100 per month, up to \$1,200 yearly with a \$10,000 lifetime max
- Lifestyle Spending Account
- Financial Wellness opportunities
- Opportunity to work on meaningful projects that make a real difference in the world.
- Collaborative and supportive work environment
- Professional development opportunities

The Leon Levine Foundation supports an environment that is free of harassment and retaliation and does not discriminate on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other status protected by federal, state, or local laws.