Job Announcement

Job Title: Administrative Assistant/Receptionist
Department: Administration
Reports to: Deputy Director of HR & Admin and Department Directors
Location: New York City, New York
Status: Full-Time

ABOUT WELSPRING

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and the effective advancement of social justice for all people. We ground our work in our respect for the inherent worth and dignity of every person, and we prioritize the advancement of racial, gender, and economic justice across all our programs. Through domestic and international grantmaking, Wellspring strives to cultivate accountable social systems and structures that uphold human dignity, strengthen agency, and advance equity for all people, and to contribute to making real change that matters. As responsible stewards, we strive to maximize the impact of our charitable investments and make a tangible difference in shifting conditions that materially affect people’s lives. Wellspring has offices in New York, NY and Washington, DC.

For more information, please visit www.wpfund.org.

JOB SUMMARY

Wellspring Philanthropic Fund (WPF) is seeking to hire a skilled, professional Administrative Assistant to join the Office Administration unit in our NY office. The Administrative Assistant will provide Administrative support for two teams and handle reception duties for the NY Office. The Administrative Assistant will report to the Deputy Director of Human Resources and Administration and the Directors of two units. Ideal candidates will share the passion for Wellspring’s mission to support the realization of human rights and social and economic justice for all people.

KEY RESPONSIBILITIES

Reception/Office Administration
- Meet and greet guests, including delivery and building maintenance staff and handle mail and deliveries to/from the NY office.
- Maintain a professional office appearance of all common areas including common spaces and conference rooms and assist with communication to staff regarding health & safety protocols and any safety or building issues that arise.
- Assist with maintaining kitchen & pantry area including inventory/supplies, and appliances.
- Assist with keeping track of and ordering office supplies and equipment.
- Answer, screen, and transfer calls made to the front desk.
• Support the booking/scheduling of conference rooms through reception and ensure proper meeting set-up including collaboration with IT and other Administrative Assistants to ensure AV and tech needs are tested and met.
• Assist in liaising with building management and other vendors regarding HVAC and other service needs.
• Collaborate with other office staff for internal staff lunch meetings, special occasions, celebrations, etc.

Administrative
• Maintain the calendar/schedule of two teams and handle tasks related to coordinating meetings and convenings for those teams, including reserving rooms for meetings, following WPF guidelines for hosting events/meetings; producing materials for participants; making travel and other logistical arrangements, and providing support with meeting set up including coordinating tech needs, etc.
• Assist team members with travel security related protocol and tasks as needed.
• Assist with consultant/vendor contracts, invoice submittal and processing, and expense reports.
• Assist with the development of materials for department education efforts, such as for conferences, affinity groups, internal presentations and more.
• Support teams in data and information management including data entry and data integrity, provide support to organization record-keeping including organization of electronic documents.
• Provide support with team workflow by staying abreast of organization wide deadlines and deliverables and updating calendars accordingly. Support team workflow using technology applications such as Asana, Box, Outlook, etc.
• When necessary, take notes in meetings and produce timely, accurate, and concise summaries.
• Provide support on communications and the distribution of team messages.
• Provide broad team support including supporting team meetings, team events, efforts to recognize team members, etc.

OTHER
• Participate with other staff on internal Wellspring Workplace Groups and WPF-wide learning activities to help contribute to the health and vibrancy of WPF’s cross-departmental work.
• Support/Backup to other administrative staff as needed.

KNOWLEDGE AND SKILL REQUIREMENTS/QUALIFICATIONS
• Minimum of four years’ experience working as an administrative assistant, supporting numerous staff with competing priorities, or a relevant position.
• Excellent writing, editing and proofreading skills.
• Excellent organizational and communication skills.
• Excellent interpersonal skills with the ability to navigate amongst various team dynamics.
• Ability to be proactive, resourceful and flexible.
• Ability to handle confidential client information with complete discretion.
• Ability to multi-task, work well under competing priorities and timeframes to meet deadlines.
• Ability to work independently and as a collaborative team member.
• Demonstrated willingness to learn and be open to new ideas.
• Proficiency with MS Office applications and familiarity with productivity applications such as Asana and Box. Comfort with databases a plus.
• Understands and values social justice, including racial and gender equity as an organizational operating principle.
• Personally committed to continued learning on issues related to race, gender, equity, diversity, and inclusion.
• Understands and embodies Wellspring values (https://wpfund.org/about-us/), including humility and teamwork.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

COMPENSATION AND BENEFITS

Salary of $75,000 - $79,000 commensurate with experience.

Wellspring offers a very generous benefits package including payment of 100% of the health insurance premiums for employees (and 80% of the premiums for spouses, domestic partners, and qualified family members). Wellspring also offers other benefits including life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, up to $5,250 in annual student loan repayment or college savings assistance for qualified dependents and is committed to providing transgender-inclusive healthcare.

WELSPRING’S INSTITUTIONAL CULTURE OF RESPECT, EQUITY, INCLUSION AND BELONGING

Wellspring Philanthropic Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply. We actively cultivate an institutional culture that reflects the values of respect, equity and inclusion that we seek through our work to amplify in the larger world.

Wellspring hires, promotes, and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as the degree to which these qualities are required in the employment positions made available by the Foundations’ service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law (e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, pregnancy, sexual orientation, marital or familial status, domestic partner status, veteran or military status, domestic violence victim/survivor status, height, weight, genetic predisposition or carrier status, and prior arrest or criminal conviction records, as well as educational attainment.)
**LOCATION**

This role is expected to work from the WPF NY office on a hybrid schedule. Staff are required to be fully vaccinated and to work from the office Tuesday - Thursday and have the option to work remotely Monday and Friday.

**HOW TO APPLY**

For employment consideration, please submit “application” to Nicole Fajen nfajen@atriumstaff.com at Atrium Staffing with the subject line “[Your name] – WPF Administrative Assistant”. All applications must include:

- A resume (PDF);
- A thoughtful cover letter, including how you became aware of this opportunity and minimum salary requirements.

If we can make the application process easier through accommodation, please let us know.

**NOTE: All applicants must be legally eligible to work in the United States at the time of hire to be considered for this position.**