

Freedom Foundation Job Description: Receptionist/Admin Assistant

The Receptionist/Admin Assistant works with the Freedom Foundation's administrative team to ensure the office operates smoothly and efficiently on a day-to-day basis.

Qualified candidates possess strong organizational skills, enjoy working in a fast-paced environment and have a desire to advance individual liberty, free enterprise, and limited, accountable government.

Primary Responsibilities:

- Answer multi-line phone calls and answer basic questions about the Freedom Foundation, directing the callers to relevant personnel.
- Process donations via checks, cash, and credit cards for daily deposit.
- Collect and process mail.
- Answer and maintain Freedom Foundation info email box.
- Manage and maintain the acknowledgement process.
- Maintain donor information in Salesforce with data entry.
- Order and maintain all of developments materials.
- Order office supplies and stock, meet with contractors, maintain a clean office space.
- Offer hospitality and support to traveling staff members, board members, volunteers, and guests.

Successful Candidates will possess the following skills and qualifications:

- Organized and strong attention to detail.
- Proven commitment to accuracy.
- Highly energetic and friendly.
- Willingness to learn new skills and flourish in a free-market environment.
- Can work as part of a team and work independently when necessary.
- Ability to multi-task.
- Excellent speaking skills on the telephone. Articulate and clear.
- Proficient with basic PC applications (Word, Outlook, Excel). Have data entry skills

Compensation and Benefits:

The Freedom Foundation offers competitive pay and benefits. Compensation is determined by a candidate's overall experience and qualifications, within a range of \$38,000 to \$43,000. The Freedom Foundation offers Health Insurance and a 403(b) Retirement Program (which the Foundation partially matches) and provides a flexible personal time off (PTO/Vacation) policy, allowing full-time employees to take leave as needed when approved by management, and 12 paid holidays.

Contact:

Interested applicants should contact Andrea Snoke asnoke@freedomfoundation.com