Catholic COMMUNITY FOUNDATION
OF MID-MICHIGAN

POSITION SUMMARY

Catholic Community Foundation of Mid-Michigan
Administrative and Communications Coordinator
Classification: Exempt / Salary
Work hours: Monday-Friday 8:00-5:00
Reports To: Executive Director
Status: Full-time

POSITION SUMMARY

The Administrative Assistant provides administrative, operational, and digital communications support to the leadership, staff, Board, and committee members of the Catholic Community Foundation of Mid-Michigan (CCFMM). This position plays an important role in maintaining an organized, professional, responsive, and welcoming office while supporting the Foundation's website, social media presence, and digital communications.

The Administrative Assistant supports daily office operations, scheduling, correspondence, meetings, records, website updates, social media, digital communications, and interactions with Board and committee members, donors, parishes, schools, diocesan personnel, professional advisors, vendors, and other Foundation constituents.

The successful candidate will be highly organized, dependable, service-oriented, technologically comfortable, creative, and able to manage multiple priorities while handling confidential and sensitive information with discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide day-to-day administrative support to the Foundation staff, Board, and Committee Members.
- Manage calendars, appointments, meeting schedules, and other administrative coordination. Track internal and external deadlines such as Events and articles for the Great Lakes Bay Catholic Magazine.
- Answer and route telephone calls and respond appropriately to general inquiries.
- Welcome visitors and provide professional, courteous assistance to donors, parish representatives, Board members, and other constituents.
- Prepare, format, proofread, copy, scan, and distribute correspondence, reports, presentations, meeting materials, and other documents.
- Assist with Board of Directors and committee meetings, including scheduling, meeting notices, preparation and distribution of materials, room arrangements, attendance records, and other meeting logistics. Occasionally attend appropriate committee meetings to take minutes or provide other support as needed.
- Be the lead person for managing BoardEffect software and its internal documents.
- Maintain organized electronic and paper files in accordance with Foundation procedures and record-retention practices.
- Assist with donor correspondence, acknowledgments, mailings, invitations, and other stewardship communications as directed.
- Support Foundation events, workshops, donor meetings, Board functions, and other activities through invitations, RSVPs, materials, name tags, supplies, and logistical coordination.

- Provide support for copying, printing, and office supply needs.
- Support maintaining contact lists, distribution lists, calendars, directories, and other administrative records.
- Perform routine data entry and help maintain accurate constituent information in Community Suite, GLM, SLM, and CRM software, as assigned.
- Assist staff with reports, mail merges, labels, spreadsheets, and other routine administrative projects.
- Coordinate with vendors and service providers for routine office needs.
- Help maintain written office procedures and administrative processes to promote consistency and cross-training.
- Maintain confidentiality regarding donors, gifts, personnel matters, Board and committee discussions, financial information, and other sensitive Foundation business.
- Perform other administrative duties and special projects as assigned.

WEBSITE, DIGITAL COMMUNICATIONS & SOCIAL MEDIA

- Maintain and routinely update the Foundation's website to ensure information is accurate, current, professional, and consistent with the Foundation's mission and brand.
- Create and update website pages and landing pages for Foundation campaigns, events, QR codes, donor initiatives, donor communications, and other programs as directed.
- Assist with the design and preparation of digital content, graphics, website materials, and other communications as needed.
- Maintain the Foundation's social media accounts, including Facebook, LinkedIn, and other platforms utilized by the Foundation.
- Create, schedule, and publish approved social media content in coordination with the Executive Director and appropriate staff.
- Maintain an organized social media and digital communications calendar.
- Monitor and compile social media metrics, including reach, engagement, followers, impressions, clicks, and other key performance indicators.
- Monitor website analytics, including website traffic, most-visited pages, landing-page activity, referral sources, and QR-code activity when available.
- Prepare routine digital performance reports for the Executive Director and Marketing Committee to help evaluate communications effectiveness.
- Assist with creating and maintaining QR codes and corresponding landing pages for publications, donor materials, events, and campaigns.
- Maintain consistency of the Foundation's branding, logos, messaging, and visual identity across the website, social media, presentations, and digital communications.
- Coordinate with outside website, technology, printing, or marketing vendors when technical or specialized assistance is required.
- Maintain appropriate administrative access, account information, and documentation for the Foundation's website, social media platforms, and other digital communication tools in accordance with Foundation security procedures.
- Stay informed about changes and best practices in website management, social media platforms, and digital communications that may benefit the Foundation.

QUALIFICATIONS

College degree or equivalent required. 5 years of administrative or office support experience preferred. Experience in a nonprofit, foundation, church, financial, professional services, or similar environment is helpful.

The position requires strong organizational and time-management skills, excellent written and verbal communication, attention to detail, and the ability to manage multiple priorities and deadlines. The individual must demonstrate sound judgment, professionalism, discretion, and a strong commitment to confidentiality.

Proficiency with Microsoft Office, including Outlook, Word, Excel, PowerPoint, website design, and Teams, is expected. Experience working with website design software, databases, CRM systems, Salesforce, Board management software, or similar technology is beneficial.

KEY COMPETENCIES

The Administrative Assistant should demonstrate:

- Organization and attention to detail
- Dependability and follow-through
- Professional communication
- Customer and constituent service
- Confidentiality and discretion
- Ability to prioritize competing responsibilities
- Initiative and problem-solving
- Teamwork and adaptability
- Accuracy in documents and data
- Respectful interaction with donors, clergy, Board members, staff, and the public

MISSION AND CULTURE

The Catholic Community Foundation of Mid-Michigan serves individuals, families, parishes, schools, and ministries through responsible stewardship of charitable resources and long-term support of the Catholic community.

The Administrative Assistant is expected to respect and support the Foundation's mission, values, and Catholic identity and to demonstrate a spirit of service in interactions with all Foundation constituents.

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

This position primarily works in a professional office environment and routinely uses computers, telephones, printers, and other standard office equipment. The position may occasionally require lifting or moving office supplies, meeting materials, or event materials and may require occasional attendance at Foundation meetings or events outside normal office hours. This is a professional office position and requires appropriate attire.

FLSA CLASSIFICATION

This position is classified as non-exempt under the Fair Labor Standards Act (FLSA) and is eligible for overtime compensation in accordance with applicable federal and state law.