



Position Title: Administrative Assistant, Guilford Nonprofit Consortium

Reports To: Director, Guilford Nonprofit Consortium

Overview:

The Guilford Nonprofit Consortium is a collaborative of nonprofit organizations in Guilford County, North Carolina that fosters mutual assistance and support within the nonprofit community to create a more efficient and effective nonprofit sector. Currently, the Consortium team serves more than 330 nonprofit organizations in our community.

The Consortium, a program under the Community Foundation of Greater Greensboro powered by funding through eight local foundations, is committed to fostering an inclusive workplace and encourages applications from candidates of all backgrounds, experiences, and perspectives. We value the unique contributions each individual brings to our mission of strengthening the nonprofit sector and serving our community.

The Community Foundation of Greater Greensboro (CFGG) serves as the fiscal agent for the Consortium and as the employer of the Consortium team, including the Administrative Assistant. CFGG is an equal opportunity employer.

Position Summary: The Guilford Nonprofit Consortium seeks a highly organized, detail-oriented, and service-focused Administrative Assistant to support the organization's membership, communications, and operational activities. This position serves as a primary point of contact for nonprofit member organizations and plays a key role in ensuring members receive timely, accurate, and professional support.

The Administrative Assistant will manage multiple projects simultaneously, maintain organizational systems and databases, contribute to member communications and marketing efforts, and support the planning and execution of virtual and in-person meetings and events. The ideal candidate is an excellent communicator, enjoys working collaboratively, takes initiative, and is passionate about supporting the nonprofit community in Guilford County and beyond.

Essential Duties & Responsibilities:

Member Engagement and Support

- Serve as a primary point of contact for nonprofit member organizations, including staff and board members.
- Respond to member inquiries efficiently, professionally, and accurately.
- Provide exceptional customer service and help members access Consortium programs, resources, and benefits.
- Support member retention and engagement efforts through ongoing communication and outreach.

Database and Administrative Management

- Maintain and update membership databases and records.
- Ensure accuracy and completeness of member information.
- Process membership applications, renewals, and related documentation.
- Assist with general administrative functions and organizational record keeping.
- Track projects, deadlines, and deliverables to ensure timely completion.

Communications and Marketing

- Co-develop and distribute the Consortium's member e-newsletter.
- Update and maintain website content.
- Create and schedule social media posts and other digital communications.
- Develop written content that promotes Consortium programs, events, resources, and member engagement.
- Ensure consistency of messaging and organizational branding across communication channels.

Meeting and Event Support

- Prepare materials and logistics for virtual and in-person meetings, trainings, and events.
- Coordinate registrations, attendance tracking, and follow-up communications.
- Assist with meeting technology setup and troubleshooting as needed.
- Support Steering Committee and member meetings through scheduling and administrative coordination.

Qualifications: Required

- Excellent written and verbal communication skills.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple projects simultaneously and meet deadlines.

- Strong customer service orientation and professional demeanor.
- Willingness to learn about and work closely with nonprofit organizations and community partners.
- Experience using Microsoft 365 applications, including Outlook, Word, Excel, PowerPoint, and Teams.
- Experience creating content using Canva.
- Ability to work independently while also collaborating effectively with colleagues and stakeholders.
- Demonstrated ability to produce high-quality work products with accuracy and professionalism.
- Preferred but not required: Proficiency in Spanish

Desired Characteristics

- Adaptable and resourceful problem solver.
- Strong interpersonal skills and relationship-building abilities.
- Eager to learn new systems and processes.
- Commitment to supporting nonprofit organizations and strengthening the local nonprofit sector.
- Positive attitude and willingness to contribute wherever needed.

Work Environment

This position requires regular interaction with nonprofit professionals, community leaders, and volunteers. The Administrative Assistant will support both virtual and in-person activities and should be comfortable working in a dynamic, mission-driven environment.