



The mission of the Jaxson William Augustus Swank Foundation is to perpetuate Jaxson's loving memory in providing financial assistance to deserving individuals from preschool through college and to support each recipient in achieving their potential to obtain scholastic distinction while developing good moral character as a future leader.

Administrative Assistant

We are seeking an independently driven, organized individual interested in joining our JWAS team. We offer flexible hours, a passionate team-centered work environment, and an opportunity to make a difference in your community. We inspire others by sharing Jaxson's story and treating Jaxson Scholars like our very own and we want you to be a part of the fun!

Locations: Remote and in-office in Mishawaka, IN

Compensation: Hourly rate, depending on experience

Commitment: A range between 10 and 20 hours a week dependent on available tasks. Also, a rare weekend assignment which will be communicated in advance.

Job Responsibilities:

- **Administrative Support**
 - Successfully manage a variety of administrative duties including filing, printing, faxing, copying, etc.
 - Accurately capture notes and minutes from meetings
 - Accurately create or revise JWAS documents and other materials
 - Complete additional administrative tasks as assigned by the Executive Director
- **Event & Program Support**
 - Assist with all event and program logistics to include, but not limited to set-up/take down displays, tables, and chairs, carry and load supplies (under 25 lbs.) and purchasing and ensuring continuous availability of program supplies

- Communications
 - Manage and update our donor database system. Training available.
 - Manage the timely mass printing and mailing of special projects and our donor letters throughout the year
 - Help support, spread, and deliver the message and mission of JWAS

Skills and Qualifications:

- Passionate about the JWAS mission
- Trustworthy and respects confidentiality of foundation affairs and affiliates
- Strong attention to detail and ability to work independently
- Exhibits polite and professional communication skills
- Organized, reliable, and punctual
- Strong written and oral communication skills
- Friendly, warm, and professional demeanor

Experience Requirements:

- Bachelor's degree preferred, but a High School Diploma or GED is required
- 3 years of administrative assistant experience
- Skilled with Microsoft Word & Excel
- Direct experience with non-profit donor management software is a plus

To apply, please submit your cover letter and resume to Executive Director, Jeanie Shuck, at jshuck@jwasfoundation.org or JWAS Foundation, 3900 Edison Lakes Parkway Suite 201, Mishawaka, IN 46545

JWAS Foundation in an equal opportunity employer.

For a child lost, a gift is given.

www.jwas.org