



# Front Office Assistant

## THE OPPORTUNITY

Are you a high energy, self-starter who enjoys being part of a team that makes a difference in our community?

Do you have 20 hours a week to help create a warm and welcoming workplace?

GTCF is seeking a part-time Front Office Assistant to support the experience and logistics of the physical and virtual office.

This in-office position reports to the Executive Administrator; flexible but consistent work hours available.

## WHO IS GREATER TACOMA COMMUNITY FOUNDATION?

**Greater Tacoma Community Foundation (GTCF) connects people, knowledge, and funding to build a racially equitable, accessible, inclusive Pierce County, now and for generations to come.**

As a nationally accredited community foundation, GTCF is a community catalyst, connector, and knowledge facilitator, aligning funding and action through strategic philanthropic investments as well as stewarding more than 600 individual, family, and agency funds since 1981.

With over \$200 million in assets, GTCF delivers more than \$17 million annually to the nonprofits that make Pierce County a thriving place to live and work.

## WHAT DOES A FRONT OFFICE ASSISTANT DO?

Work priorities may adjust to meet daily events, but include functions such as:

### **Administrative & Office support**

- Perform copying, scanning, and filing of documents as needed
- Provide backup support to the Executive Administrator and Office Coordinators as needed

### **Meetings & office environment**

- Set up and break down meeting rooms before and after meetings
- Maintain organization and cleanliness of common areas including organizing and

cleaning the kitchen, conference rooms, front seating area off the elevators, cubicles and the shared supply room

- Maintain office plants by watering on a weekly schedule

#### **Kitchen & refreshment management**

- Operate and maintain the dishwasher, including loading, unloading, and ensuring cleanliness standards are met
- Manage office and kitchen refrigerators, including restocking beverages, organizing contents, and routine cleaning
- Oversee kitchen organization and cleanliness, including restocking supplies and maintaining a sanitary environment
- Receive, unload, and properly store kitchen and office refreshment supplies

#### **Front Desk & Communication**

- Greet visitors in a professional and welcoming manner
- Answer incoming phone calls and requests; route or forward calls appropriately as needed
- Receive, sort, and distribute incoming and outgoing mail

### **ESSENTIAL COMPETENCIES**

- **Technology:** Familiarity with Office365 software. Eagerness to learn other technologies including: Outlook, Teams, SharePoint, Zoom, Polycom, Smartsheet.
- **Planning and Logistics:** Monitor supplies, needs, and upcoming demands in a way that provides smooth, uninterrupted availability of the items and service.
- **Communications:** Proactive and collaborative communication styles, both written and verbal.

### **ESSENTIAL ATTRIBUTES**

- **Attention to detail**, showing concern for all involved at the appropriate level for the task.
- **Organization** including time/task management, office management, and planning.
- **Integrity & Ethics**, especially with respect to confidentiality of sensitive information.
- **Professional Maturity** to maintain a positive outlook and work constructively under pressure.
- **Cross-Team Collaboration** including a comprehensive awareness of the impact and implications of decisions and actions on other teams and on GTCF.

### **COMPENSATION**

This position is offered on an hourly basis at \$20.00 per hour. Optional additional hours may be available for special events. This is a part-time position and does not include healthcare

coverage. Paid vacation and sick leave are provided. Parking is paid by the employer.

### **EQUAL OPPORTUNITY**

GTCTF is an equal opportunity employer. As such, GTCTF is committed to treating all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identify or expression, age, national origin, citizenship, veteran or marital status, disability, and all other bases protected by state and federal law.

GTCTF values diversity among its staff and is committed to ensuring equal employment opportunity in all aspects of the employment relationship.

### **SUBMISSION REQUIREMENTS**

**Please submit your resume and cover letter of interest no later than end of day February 27, 2026 to: [HR@gtcf.org](mailto:HR@gtcf.org)**