



Community Foundation of Acadiana (CFA) is the trusted philanthropic leader and resource for donors and philanthropists, nonprofits, and community leaders in our region. The Foundation believes philanthropy is a catalyst for enhancing the quality of life in our communities - immediately and in perpetuity. Headquartered in Lafayette, Louisiana, CFA's geographic focus includes the parishes of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Mary, St. Martin, and Vermilion.

Part-time Student Worker

Organization: Community Foundation of Acadiana

Reports to: Director of Operations & Compliance

FLSA Status: Non-Exempt

Compensation: Hourly (12-16 hours per week)

Prepared date: March 2024

The Community Foundation of Acadiana transforms generosity into impact by working with donors, non-profits, and the broader community to realize a better Acadiana for everyone. As we expand and deepen our work to improve our region, we're looking for a self-motivated, passionate, and civically-minded person to join our team to help us meet the needs of our donors, partners, and neighbors.

Position Description

The student worker is primarily responsible for greeting guests, answering the front desk phone, ensuring the office is stocked and prepared for meetings and events, and providing administrative support to the CFA team.

Responsibilities

- Manages front desk
 - Greets donors, community partners and other guests
 - Answers/routes phone calls to appropriate staff member
 - Checks voicemails received via email and forward to appropriate staff member
- Assists with setting up for large meetings and events
- Help manage and set up conference rooms for external/ internal meetings.
- Ensures that the office is stocked with supplies, drinks, and snacks
- Handles all mailing, shipping and deliveries
- Responsible for gathering items needed for events
- Run errands requested by any CFA staff member, including purchasing supplies
- Assist in general administrative duties
- Other duties as assigned



Experience, Qualifications, & Attributes

We are looking for a college student with a passion for community eager to dig into the philanthropic and civic sector, with the following qualities:

- Excellent customer service skills
- Knowledge of various administrative duties and office procedures
- Willingness to ensure that the needs of the donors, community partners and guests are being met
- Ability to work independently, set priorities and meet deadlines
- Communicates effectively with all staff members, donors and guests
- A personality excited to learn new things and take on experimental projects
- Passion for the non-profit and civic sector
- High proficiency in Microsoft Office including Word, Excel, PowerPoint, Publisher
- Experience with databases and CRM software programs a plus
- Ability to work occasional weekends and after hours

To apply, email a resume and cover letter to Todd McCormick at tmccormick@cfacadiana.org.