

Administrative Assistant

Will provide support to the Executive Director in efficient day-to-day operations of the organization.

Reports to Executive Director

Job Type: Part-time, 20 hrs./week

Job Responsibilities:

- Answer and direct calls, greet visitors, pickup and distribute mail
- Complete clerical tasks such as photocopying, scanning, mailing, etc.
- Order Supplies
- Draft and edit correspondence letters, emails, and forms
- Maintains and updates organization documents, lists, and manuals
- Manages Donor Database; input and update information and donations, maintain contact lists, input volunteer hours, perform periodic audits to ensure accuracy of the database
- Perform basic bookkeeping: process and input donations, prepare deposits, reconcile monthly bank account and credit card statements.
- Prepare a variety of reports
- Assists with coordination of volunteers in the office and for fundraising events
- Support Executive Director in building relationships with donors by sending acknowledgements, answering inquiries, sending quarterly communications and reports and tracking renewals.
- Collaborate with Media Coordinator to ensure website content is up to date with the latest events, stories of hope, class details and other information as needed.
- Help coordinate fundraiser events; registration setup and management, provide donor appeal reports, print marketing and event materials, prepare event financial summary.
- Provide administrative support to Transformational Ministries Coordinator by preparing class materials, setting of registration and compiling class reports

Qualifications and Skills

- Strong written and verbal communication skills
- Ability to work well independently and in collaboration with others
- Excellent at multitasking and time management while maintaining flexibility
- High level of organization and attention to detail
- Data entry and management skills, including the ability to maintain accurate records and improve records systems
- Ability to maintain confidential information and documents with discretion

Education and Experience Requirements:

- High school education required.
- Proven experience as an Administrative Assistant or similar role
- Office 365/QuickBooks/Adobe experience preferred
- Donor database experience a plus
- Basic knowledge of WordPress helpful

Send resume and cover letter to info@loveinccuy.org