



## Position Information

Position Title	Administrative Assistant
Full/Part Time	Part time (30 hours/week)
Salary Range	\$14-16 hour
Reports To	Executive Director
Our Mission	The mission of Christian Neighbors is to provide local families in need with Food, Emergency Financial Assistance and skill building Education to create self-sufficiency.

## Position Summary Information

**Basic Function:** The Administrative Assistant is responsible for assisting in the operational activities in all areas of the agency and works directly with the Executive Director. The successful candidate will be strong in all Microsoft Office products including ACCESS, merge letter queries, task lists, web applications, social media, and be able to organize and plan at a high level of confidentiality.

**Duties and Responsibilities** ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage donor database including preparation and distribution of acknowledgments for gifts received, process gifts, enter deposits in Gift Works, manage and produce reports from Gift Works as requested.
- Maintain client database in Microsoft Access providing reports as needed. Provide technical support of system to staff and director as needed.
- Maintain the statistical collection, evaluation and record keeping for fund development efforts.
- Assist in the coordination of Board meetings including the collection and distribution of board materials, room arrangements, etc.
- Assist in the planning and implementation of annual appeal letter. Creation of target list from donor database, assisting director with creation of letter, using field queries to merge list with letter, organize letters for team signatures, managing compilation and mailing of letters with help from volunteers.
- Administration and development of tracking system for annual dinner auction using Microsoft Access. Offer technical skills as needed to team members. Attend event to handle processing of attendee's receipts from Microsoft Access.
- Manage the design, collecting and manipulating photos, proofing and selection of communications and marketing pieces, while working closely with the Executive Director.
- Organize and manage grant materials as directed.
- Create agency newsletter both printed and electronic and coordinate volunteers to complete and process for mailing.
- Maintain and update all social media including company Facebook page & Website (currently using WordPress).
- Create, track and execute all electronic communication.
- Maintain all volunteers files, handbook and responsible for scheduling receptionist and special event/tasks volunteers
- Answering incoming telephone calls and takes messages or to direct calls appropriately

- Serve as a primary resource for questions regarding administrative processes and procedures.
- Maintain communication files and documents.
- Lead small scale projects as assigned.
- Assist staff with creating publisher files.
- Research, gather, prepare and substantially edit or update reports, graphics, agendas, and other materials.
- Participates in professional development activities to keep current with administrative trends, practices, and productivity tools.
- Teach basic computer functions to simplify processes.
- Participates and attends company-wide and departmental meetings as required.
- Ordering office equipment, supplies.

### **Key Success Factors**

- Superior interpersonal and customer services skills.
- Excellent written and verbal communication skills.
- Maintain a professional demeanor while working with a high volume of contacts and a diverse range of constituents, including donors, board members, business and community leaders, and clients that are served.
- Ability to multi-task, problem-solve and pay attention to detail when faced with constant interruptions and changing deadlines.
- Critical thinking and analytical skills.
- Ability to maintain strict confidentiality and discretion in your interactions with others.
- Strong organizational skills and attention to detail.
- Database and records management.
- Comfort and flexibility with technology.
- Work well under pressure with multiple deadlines and regular interruptions.
- Maintain calendars and schedule appointments.
- Accurately take meeting minutes when needed.
- Work as an effective team member in an open office setting.
- Loyalty.

### **Requirements:**

- A positive attitude.
- 3+ years of experience in an administrative role.
- Preferred Bachelor's degree and experience in the nonprofit field.
- Well organized, project management experience
- Analyze and develop projects through to completion.
- Strong computer skills and use of software applications.

Send resume to: [tshaler@christianneighbors.org](mailto:tshaler@christianneighbors.org) In addition add: three professional references; after reviewing the job description and considering your top three job related skills include a letter of interest to explain why you would be the best candidate for this position and our agency.

**Follow up to begin week of May 18<sup>th</sup> through end of May.**

Christian Neighbors is an equal opportunity employer.