

St. Vincent de Paul Job Description

Position: Administrative Assistant
Reports to: Director of Finance & Operations
Hours: 20-40 hours/week, Monday-Friday
Status: Non-exempt

Summary of Responsibilities:

Under the direct supervision of the Director of Operations, the Administrative Assistant is responsible for the agency's administrative services and operations.

Essential Job Duties:

- 1) Provides administrative support services for the District Council Board, executive staff and for agency events.
- 2) Oversees the maintenance and upkeep of the office equipment and related vendors; monitors and purchases office supplies. Ensures that the office has the necessary supplies and places orders when there is a need.
- 3) Oversees the phone and voicemail systems.
- 4) Assists the Deputy Director with inputting batches into donor database and updating communications in donor database. Creates and mails thank you letters to donors.
- 5) Administers the DNA (do not admit) database with updates and ensures its timeliness, in cooperation with the Barbier Security Guards and Guest Services Staff.
- 6) Assists in the marketing of the SVDP vehicle donation program via social media and conference bulletins/newsletters.
- 7) Serves as the mail hub. Picks up mail from post-office and mailbox, sorts and distributes. Drops mail in mailbox at end of day.
- 8) Liaison for IT support services from outside vendor.
- 9) Various assignments related to ordering for the SVDP dining room.
- 10) Distributes parking permits every month and collects payments.
- 11) Stocks the client and staff washrooms and kitchen with necessary supplies.
- 12) Runs errands as necessary to support the Dining Room and office.
- 13) Performs other duties as assigned by the Director of Operations and Deputy Director.

Minimum Qualifications:

Bilingual English/Spanish a requirement

BA or equivalent work experience.

Excellent organizational skills and ability to prioritize and handle multiple tasks.

Excellent interpersonal, listening, and oral and written communication skills.

Ability to work with minimal supervision.

Strong computer and spreadsheet knowledge and skills (MS Office).

Commitment to the Society of St. Vincent de Paul goals and Statement of Conviction and a desire to work for a social service agency serving the poor.

If interested, please send cover letter and resume to vmasseria@vinnies.org