

## JOB DESCRIPTION

**Job Title:** Office Assistant Internship**Reports To:** Mission Advancement Manager**Department:** Department of Mission Advancement**Hours:** Part-time      **Pay range:** \$11-\$13      **Full Performance Period:** 6 months**Eligible for Overtime** Yes      **Positions Supervised:** Support staff and volunteers

**General Purpose:** To further the spiritual and religious mission of the Salesian Sisters by providing office and administrative support, assisting in program development and coordination for the Department of Mission Advancement. Assist management in implementing strategic and holistic fundraising efforts that include data entry, donor relations, communications, event planning, and volunteer coordination.

**Essential Duties and Responsibilities:**

Office and Administration for the Department of Mission Advancement (DMA):

- Send correspondence, gift acknowledgment letters, and reports on behalf of the Department of Mission Advancement
- Process mailing and donations received
- Enter data and donor-relations activities (calls, correspondence, visits, gifts, events, donor-recognition gifts, etc.) in the Donor Perfect database; build and run various reports as needed
- Assist with content development for web page, social media, and publications
- Assist management with fundraising endeavors which include but are not limited to: ongoing, annual, and onetime programs, sponsorships, underwriting, in-kind donations, special events, corporate giving, and cultivation of benefactors
- Assist with phone and email communication for the Department of Mission Advancement
- Provide event support including logistics management and execution of events
- Assist with volunteer management for events (recruiting, training, and recognition)
- Share the mission of the Salesian Sisters and the joy of the Catholic faith with benefactors, vendors, staff, and volunteers

*This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.*

**Job Description For: Part-time Office Coordinator for the Department of Mission Advancement (continued)**

**Decision Making and Supervisory Responsibility:**

PERSONNEL RESPONSIBILITIES	Recruit, train, direct and recognize volunteers
PROPERTY RESPONSIBILITY	Responsible for the proper handling of donations and equipment belonging to the department.
CONFIDENTIAL INFORMATION	Responsible for the security of highly confidential information

**Minimum Requirements:**

**Education:** Associates degree or two years of college preferred

**Experience:** Experience in an office coordination preferably in a development office.

**Or other background demonstrating application of the following knowledge, skills, and abilities:**

- Ability to establish and maintain positive professional relationships with diverse constituent groups
- Strong customer service skills and ability to be personable, thoughtful, and respectful
- Strong attention to detail and accuracy, the ability to prioritize and organize multiple projects, meet deadlines, and problem-solve
- Knowledge of or ability to quickly learn Donor Perfect software
- Excellent computer skills (Word, Excel, Adobe Creative Cloud, and donor management software)
- Social media, website, and technology skills highly desired
- Excellent verbal and written communication skills, Spanish bilingual proficiency a plus
- Outstanding proofreading and editing skills
- Ability to thrive and work effectively, independently and as part of a team
- Nonprofit, faith-based organizational experience preferred
- Ability to enthusiastically articulate and promote the Salesian Sisters mission and philosophies related to stewardship and development
- A high degree of professionalism, discretion, and confidentiality
- Results-driven with initiative and motivation to be resourceful to grow the Office of Mission Advancement

**Physical Requirements for this position include:**

*FREQUENCY OF REQUIRED EXPOSURE/USE*

<b>WORK ENVIRONMENT</b>	SELDOM	OCCASIONAL	FREQUENT
SCREEN USE			X
DRIVING		X	
STANDING		X	
SITTING			X
WALKING		X	
HEIGHTS	X		
WORK WITH OTHERS			X
REPETTIVE MOTION		X	
<b>OPERATING MACHINERY</b>			
COPIER			X
TELEPHONE			X
PRINTER/ SCANNER			X
CALCULATOR		X	
COMPUTER/ MOUSE			X

*FREQUENCY OF REQUIRED EXPOSURE/USE*

<b>OTHER</b>	SELDOM	OCCASIONAL	FREQ.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far		X	
HEARING			X
SPEECH			X
TRAVEL			
LOCAL		X	
NATIONAL	X		
INTERNATIONAL	X		
AVAILABILITY			
EVENINGS		X	
WEEKENDS		X	

*MOVING EQUIPMENT AND SUPPLIES*

	SELDOM	OCCASIONAL	FREQ.
LIGHT (Under 5 lbs.)			X
MODERATE (5-20 lbs.)		X	
HEAVY (Over 20 lbs.)	X		

*DESCRIPTION OF MOVEMENT*

	SELDOM	OCCASIONAL	FREQ.
LIFT/LOWER		X	
CARRY		X	
BEND		X	
REACH ABOVE		X	