



## **Administrative Assistant**

Part-time Position (Three days per week, 16 hours/week)

Days and hours are flexible

Pay: \$18/hour

Start date: Immediately

Position reports to: Director of Operations

## **POSITION SUMMARY**

Angels' Arms is seeking a highly energetic, detail-oriented individual with strong interpersonal and customer service skills to fill the role of Administrative Assistant. This individual will provide support across the organization including staff members, board members and donors.

## **Responsibilities:**

- Provide administrative support to the staff
- Meet and greet office visitors
- Process incoming mail including donations and invoices
- Recording cash and in-kind donations into donor database
- Compose, print and mail acknowledgment letters, send acknowledgement emails and videos to donors
- Reconcile weekly donation reports/invoices with accountant
- Track and acknowledge staff/board/supporter milestones and birthdays
- Manage office supplies, letterhead, envelopes and stationary

## **Qualifications, knowledge, skills and abilities**

- High school diploma or GED required
- Experience as an Administrative Assistant or related position preferred
- Knowledgeable of G Suite including Gmail, Docs, Drive, and calendar
- Proficiency with Microsoft Office Suite
- Excellent written and oral communication skills
- Must be able to handle confidential information
- Ability to work independently answering correspondence and inquiries
- Ability to multitask and work effectively as a team member
- Proficient in time management skills, with the ability to prioritize tasks
- Committed to sustaining strong working partnerships with donors, volunteers, foster families, staff members and the Board of Directors



**To apply:**

To apply, please send a cover letter, resume, and three professional references to [admin@angelsarms.org](mailto:admin@angelsarms.org). No telephone calls please.

**Information about Angels' Arms**

Angels' Arms is a 501(c)3 non-profit organization based in St. Louis, MO and is dedicated to providing and supporting loving homes for foster children by keeping brothers and sisters together within a nurturing family until a forever home is found. For more information, visit [www.angelsarms.org](http://www.angelsarms.org).

*Angels' Arms is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*