



ST. MARGARET'S HOUSE
JOB DESCRIPTION

Position: Executive Assistant & Assistant Director of Volunteers
Status: Full-time

Responsibilities

- Collaborates in the mission of St. Margaret's House and promotes and adheres to the values as articulated in the SMH value statement.
- Executive Assistant
 - Coordinates office services to assist the Executive Director, Associate Exec. Dir. and other staff members. Assists with the daily operations of St. Margaret's House, including providing coverage at the reception desk or other areas in need of help.
 - Answers phones and retrieves daily mail.
 - Efficiently utilizes St. Margaret's House's donor database. Assists in processing monetary donations and weekly thank you letters. Maintains PayPal account and other online giving. Collaborates with in-kind donation recordkeeping.
 - Provides high-level administrative support. This includes ordering and organizing office and programmatic supplies (for example, school supplies, phones). Collaborates with Executive Director and Director of Development to provide support materials for grants.
 - Helps collect and maintain photos for marketing.
 - Processes new hires. Completes all state and federal paperwork.
 - Collaborates with development team to plan and carry out fundraising events.
 - Serves as a resource person for all network and computer needs for staff and guests.
 - Assists and monitors social media engagement.
- Assistant Director of Volunteers
 - Assists the Director of Volunteers in overseeing, recruiting, training, and maintaining records of all volunteers.
 - Conducts volunteer orientations.
 - Helps Director of Volunteers to communicate with volunteers as needed.
 - Helps plan quarterly in-service trainings, annual retreat, picnic and vol. luncheon.
 - Helps find creative ways to honor and support volunteers.
- Provides support when needed to Silk Creations (art program). This may include making sales charges on PayPal and helping with other financial aspects of the project.
- Attends all staff retreats and meetings and development seminars.
- Collaborates with the fundraisers held by St. Margaret's House.
- Participates in the general cleaning, maintenance and upkeep of St. Margaret's House.

Qualifications

- College degree and prior office work preferred.
- Proficiency in Microsoft Word, Excel, PowerPoint, social media and database management experience.
- Excellent verbal and written communications skills, including the ability to present information concisely and effectively.
- High attention to detail, must generally be proficient and accurate.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision, accept roles of responsibility and work on a team.
- Ability to troubleshoot computer problems.
- Excellent interpersonal skills.
- Ability to work in a fast-paced environment.

St. Margaret's House is an equal opportunity employer.

Applicant's cover letter and resume can be emailed to:

Kathryn Schneider, Executive Director: kathy@stmargarethouse.org