



Position: Executive Assistant & Assistant Director of Volunteers

Status: Full-time, 37.5 hrs./week | Salary Range: \$39,000 to \$41,000

About us

St. Margaret's House is a day center that improves the lives of women and children in poverty by providing individual attention to their immediate needs, breaking the bonds of isolation, and helping them acquire skills to better their lives. We believe that each woman is talented and gifted and deserves to be treated with dignity and respect.

In working at St. Margaret's House, you will have the opportunity to impact our community in a positive and direct way. Our staff is a diverse group of highly capable and committed women with a range of professional and personal experiences.

About the position

Responsibilities

- Collaborates in the mission of St. Margaret's House and promotes and adheres to the values as articulated in the SMH value statement.
- **Assistant Director of Volunteers**
 - Assists the Director of Volunteers in overseeing, recruiting, training, and maintaining records of all volunteers.
 - Conducts volunteer orientations.
 - Helps the Director of Volunteers to communicate with volunteers as needed.
 - Helps plan quarterly volunteer in-service trainings, annual retreat, picnic, and luncheon.
 - Helps find creative ways to honor and support volunteers.
- **Executive Assistant**
 - Coordinates office services to assist the Executive Director, Associate Executive Director and other staff members. Assists with the daily operations of St. Margaret's House, including 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 and thank you notes.
 - Provides high-level administrative support. Orders and organizes office and programming supplies.
 - Collaborates with Executive Director and Director of Development to provide support materials for grants.
 - Helps collect and maintain photos for marketing.
 - Processes payroll and 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.
 - Provides support when needed to Silk Creations (art microenterprise). This may include making sales charges on PayPal and helping with other financial aspects of the project.
- Participates in the general cleaning, maintenance, and upkeep of St. Margaret's House.
- Participates in all staff retreats, meetings, and professional development seminars.
- Collaborates with the fundraisers held by St. Margaret's House.

Requirements

- Bachelor's 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 as part of a team, as well as independently and with little supervision.

- Ability to troubleshoot computer problems.
- Excellent interpersonal skills.
- Ability to work in a fast-paced environment.

Compensation

- Dependent upon qualifications and experience.
- Paid holidays, individual medical insurance available, optional dental and vision insurance, defined employee contribution plan (retirement) after one year

How to apply

Email your cover letter, resume and professional references to:

Katie Elliot M.Div., Ph.D., Executive Director

117 N. Lafayette Blvd. | South Bend, IN 46601 | 574-234-7795 | katie@stmargarethouse.org

Review of applications will begin as they are received and will continue until the position is filled.

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