Administrative Assistant 1
Development Department
Full-Time

Responsibilities:
► Perform a variety of secretarial and administrative duties attuned to and supportive of the vision and values of the Development Office.
► Prepare correspondence and other documents.
► Process incoming phone calls and mail.
► Keep schedules, appointments and department filing system.
► Take minutes of meetings.
► Track and manage multiple projects.
► Provide assistance to Development Director, Annual Giving Manager and Database Manager.
► Facilitate meeting arrangements.
► Daily data entry.

Qualifications:
► 2 to 5 years of experience preferred.
► Ability to learn, understand and support the IHM mission and values.
► Ability to make independent decisions.
► Ability to be flexible and work well with others in a small office setting.
► Ability to maintain confidentiality imperative.
► Excellent accuracy and attention to detail.
► Excellent computer skills, proficiency with MS Office products. Knowledge of Raiser’s Edge fundraising software preferred.
► Work well as support staff to all department members.
► Excellent customer service skills to assist congregation members and donors.
► Proficient with data entry skills.
► Knowledge of marketing and communication practices.
► Strong written and verbal communication skills.

To Apply:
Submit resume and cover letter to Human Resources Office.

Review of resumes to begin immediately
SSIHM supports workforce diversity.