



**Vacancy Announcement
Administrative Assistant**

Chaucie's Place works passionately to empower the community to end child sexual abuse and youth suicide by offering research-Informed and evidence-based, high-quality prevention programs so all children can live free from harm and to their highest potential.

Chaucie's Place is seeking a part-time Administrative Assistant responsible for administrative support to Executive Director and staff.

RESPONSIBILITIES

- Prepare professional correspondence, presentations, various other reports & mailings; includes advanced word processing, mail merge projects and manual preparation of documents/packets.
- Distribution of communications to supporters and volunteers.
- Organize, track and maintain various spreadsheets, databases and files from a variety of sources.
- General office duties including answering the telephone, coordinating incoming/outgoing mail, maintaining check log, maintaining office supplies, overseeing building maintenance (organizing handyman and volunteers), scanning and filing documents.
- Maintain supplies and coordinate pick up of supplies for program presenters.
- Professional interaction with board members, staff, supporters, volunteers and other office guests.
- Assist with larger office projects, as needed.
- Assist with agency errands and deliveries, as needed.
- Assist with special events, which could include preparing materials, tracking registrations and auction items, bulk mailings, as well as helping before, during, and after event.
- Coordination and scheduling of the organization's Training Room.
- Provide clerical support to programs, as needed.
- Other duties as assigned.

REQUIREMENTS

- Associates degree or equivalent work experience, education, and/or training. Minimum of 2 years in an office support role.
- Proven experience using advanced functions within Microsoft Office (Word, Excel, PowerPoint and Outlook), as well as donor management software and event/auction management programs.
- Excellent professional written and verbal communication skills; comfortable communicating with all levels within an organization.
- Strong organizational skills; proven ability to manage multiple priorities and changing deadlines.
- Demonstrated ability to establish and maintain positive and productive working relationships with a cross section of the public, including the donors, community groups, volunteer board and committees and staff.
- Ability to work occasional evenings/weekends during peak periods.
- Physical demands include the ability to lift up to 20 pounds, sit for long periods of time and the use of a desktop computer.
- Experience in Salesforce, Mail Chimp, Hootsuite, and/or other database programs.
- High level of professionalism and attention to detail necessary.

Reporting Structure and Position Status

This is a part-time position. The average hours per week for this position are 30 and standard working hours are Monday-Friday, 8:30 a.m. to 2:30 p.m. This position has no direct supervisory responsibilities. Starting compensation is \$11/hour.

Please send your cover letter, resume and references to:

Melissa Peregrin, Executive Director - Chaucie's Place
melissa@chauciesplace.org