

Administrative/Development Assistant



Position: The Administrative Assistant is responsible for assisting with the administrative operations of the Hospice, including but not limited to typing, answering phones, preparing for meetings, filing, copying, data entry, office management and payroll, assisting the Development Director in the areas including but not limited to fundraising, donor development, and maintenance of donation records and production of the quarterly newsletter. The position also supports the finance team and Volunteer Coordinator.

Reports To: Chief Executive Officer and Development Manager

Responsibilities:

1. Prepares, copies and files documents as requested
2. Answers telephones and greet visitors
3. Oversees maintenance of office equipment and maintain list of repairmen and/or consultants
4. Supervises office volunteers assigned to assist with office duties
5. Processes gifts and memorial donations
6. Picks up the mail at the Post Office, processes the mail, and makes deposits at the bank
7. Supports the Development Manager with development and public relations activities including assisting with the implementation of special events, mailings, and other fundraising activities.
8. Supports the Volunteer Coordinator with filing, mailing, and scheduling of volunteers
9. Supports the Clinical, Social Work, and Spiritual Care Team with set up of patient charts, mailings, and bereavement tasks
10. Supports the CEO, Finance Manager, and Development Manager with administrative tasks
11. Other duties as assigned by supervisor

Qualifications:

- Compassion, caring, and respect for people with serious and life limiting illness and their caregivers/family
- Attention to detail and willing to work in a team environment
- Ability to manage multiple priorities
- Must possess prior experience as Administrative Assistant
- Must possess excellent computer and organizational skills as well as exceptional interpersonal and communication skills
- Ability to carry and lift 35 pounds (ie. special event props, tables and materials)

- Flexibility to work non-traditional hours such as nights, weekends and some holidays as required by special events in addition to normal schedule

The Administrative/Development Assistant shall possess the following personal characteristics: passion for the mission of Hospice, integrity, self-starter, flexibility, ability to multi-task, detail oriented, articulate, and credibility.

This document in no way states or implies that the duties described herein are the only duties that the individual employee may be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. Additionally, during times deemed necessary by Administrative personnel, employees may be required to perform duties outside their normal job function.

Employee Signature

Date

Employee Printed Name