Queen of Peace Center Job Description Form

**Job Title:** Administrative Assistant  
**Agency:** Queen of Peace Center  
**Reports to:** Stacy Duvall, Development Manager  
**Send Resume and Cover Letter to:** sduvall@ccsl.org

**Position Summary:** (Summarize here the reason for this position; provide a brief overview of why this position exists.)
This position is part of an administrative team, providing support to the Executive Director and Development Manager and other members of the administrative team. Shared duties, assigned by the director and manager, assist in accomplishing the mission and goals of the agency, in an administrative support role.

**Duties & Responsibilities:** (List here the major duties, responsibilities, activities and tasks associated with this position, and for which the incumbent is held accountable.)
Duties include: answering the phone, using a computer for data entry, document preparation, spreadsheet input; copying documents; assisting with website management; ability to communicate with multiple audiences in a conscientious and professional fashion; ability to manage time of own duties as well as calendars of Executive Director and Development Manager; assist with event projects as needed; other duties as assigned.

**Knowledge & Experience Requirements:** (Briefly list academic, licensing, or previous work experience required for success in the position.)
Minimum HS level education—some college or higher education preferred; proficient in the use of a PC (computer) and Microsoft Office Suite; ability to work with others with enthusiasm; sociable; communicative; basic knowledge of bookkeeping and/or office management skills.

**Skills & Attitudes Required for Success in Job:** (List specific job skills and/or personal qualities required of this position in relation to clients.)
Enthusiastic, positive approach will help in making this job exciting. The desire to help others is a requirement. The applicant must possess the ability to use a computer including word processing, spreadsheets, data entry, and willingness to learn Raiser's Edge. The ability to be a “team player” is essential to this position. High organizational skills, personal time management, basic online payment knowledge, and website management should be priorities and are crucial to this position. All duties are not limited to the above list. Various projects will be assigned and will be administrative or event related.

**Relationships Requirements:** (Describe type, frequency and complexity of relationships required for incumbent to accomplish job responsibilities.)
This job involves direct communication with staff, volunteers, board members and donors. Therefore, the ability to interact and project a positive attitude is required.

**Resources for which Accountable:** (List all quantifiable resources for which this position is accountable; e.g., budget dollars, number and types of employees supervised, number and types of clients served, or any other such situation.)
This job involves direct involvement with staff, volunteers, board members, donors, donor files, accounts receivable, and other agency information. The ability to maintain confidentiality and perform according to privacy laws is an absolute. This position is under the direct supervision of the Development Manager and is part of the Development Department.