

WSCP ADMINISTRATIVE ASSISTANT

The Administrative Assistant will support the Executive Director of West Suburban Community Pantry and pantry management team as required with the daily operations of the Pantry. This position will report to the Executive Director with some responsibilities to various staff members.

Expectations and Responsibilities for the position include:

- General Office duties
 - Maintain and update all files for the pantry
 - Maintain office supply inventory
 - Utilize client database and produce reports as needed
 - Maintain inventory records as needed
 - Prepare payables and enter into database weekly
 - Prepare invoices for annual partners and major donors
- Development and Marketing
 - Coordinate sending of thank you letters and donor acknowledgements
 - Enter donations received into donor database on a regular basis
 - Coordinate development mailings such as solicitations, newsletters, annual report, etc
 - Maintain inventory of promotional materials, including flyers and brochures
 - Support annual fundraisers through coordination of solicitation mailings, maintain records of donations received and assist with logistics for event
- Human Resources
 - Maintain and distribute Volunteer and Employee Handbooks
 - Update Board Books and develop for incoming board members
 - Assist Executive Director with payroll processing
- Executive Assistant duties
 - Assist Executive Director with coordinating schedules for major meetings
 - Assist Executive Director in maintaining schedule of major donor outreach
 - Assist with monthly board updates and preparing board meeting materials
 - Assist with scheduling committee meetings that are led by Executive Director

Skills and qualities needed:

- Ability to work with minimal direction
- Excellent computer skills, including Word, Access, Excel and Powerpoint
- Excellent communication and collaboration skills
- Ability to multi-task and meet deadlines
- Ability to quickly learn multiple database programs and perform a mail merge
- 3-5 years of Administrative Support experience required.

Hours: 20-30 hours per week during normal business hours.

Compensation and benefits: Hourly wage based on experience. Benefits package not included.

To apply: Submit your resume via mail, in person or email to Laura Coyle at 6809 Hobson Valley Drive #118 Woodridge, IL 60517 or lcoyle@wscpantry.org .