

Gabriel Project of West Virginia Job Opportunity:

Administrative Assistant

Part-Time Position, 20 hrs/wk. \$15 per hour (non-negotiable). Flexible weekday scheduling. This is an in-house position only. Reports to the State Executive Director.

The Gabriel Project of WV seeks a dynamic Administrative Assistant to carry out clerical, program and marketing/fundraising support functions. The Administrative Assistant is based at the State Office in South Charleston although some local travel will be required.

This could be an ideal position for a retiree, a young person interested in nonprofit work, or a parent of a school-age child or other person needing only part-time employment.

Attention to detail is a definite prerequisite for this position.

Clerical Duties:

- Provides clerical and secretarial office support (i.e., typing, filing, phone answering).
- Responds to routine or general inquiries. Refers client calls to the appropriate Gabriel Project entity or to outside resources.
- Arranges meeting logistics and distributes information to meeting participants.
- Composes and accurately types letters, reports, e-mails, etc.
- Prepares appreciation letters, tax receipts and other paperwork for in-kind and monetary donations.
- Runs business-related errands to the post office, bank, retail stores and other local locations.

Program Duties:

- Purchases baby items, under the direction of the Executive Director and within funding resources, to fulfill client needs at local client services sites. Monitors delivery of these items and communicates order confirmations and delivery status with designated volunteers.

Marketing/Fundraising Duties:

- Works with the Executive Director in developing and distributing materials for print, web and video media to raise public awareness of the Gabriel Project's mission, programs, and funding needs.
- Creates and electronically distributes the organization's volunteer newsletter.
- Regularly generates, edits, publishes and shares content on various social media networks to build meaningful client and donor connections.
- Assists the Executive Director in planning and implementing fundraising activities for the State Office and/or local client services sites.

Other:

- Performs other duties as assigned or with supervisory approval that further the effective operation of the State Office and/or the Gabriel Project organization.

Minimum Required Skills and Qualifications:

- Associate degree in relevant field or equivalency business training.
- Demonstrated experience as an executive secretary or as an administrative or clerical assistant.
- Preference will be given to candidates with prior employment in a nonprofit organization.
- Knowledge of office and business management procedures.
- Strong typing and composition skills, including proficiency and accuracy with Microsoft Office software.
- Familiarity with the internet, email, and social media platforms (i.e., Facebook, Twitter, Instagram)
- Excellent verbal and written communication skills with the ability to accurately follow oral and written instructions.
- Ability to work both collaboratively and independently.
- Possess initiative, creativity, a positive “can do” attitude, flexibility and the ability to prioritize and multi-task within a limited work schedule.
- Ability to maintain client, donor and financial record confidentiality.
- Ability to interact with impoverished clients in a caring, compassionate manner.
- Willing to work within an ecumenical, faith-based environment and with volunteers.

Position also requires reliable personal vehicle access, valid driver’s license and vehicle liability insurance coverage. The employee must occasionally lift and/or move up to 15 pounds.

Deadline for Applications: Friday, December 6, 2024.

NO PHONE CALLS, PLEASE.

To apply, send typed cover letter and resume to: gabrielwv@gabrielwv.org

Or mail typed cover letter and resume to: Gabriel Project of West Virginia, PO Box 4663, Charleston, WV 25364.