



Job Description Office Assistant

Position Title: Office Assistant
Classification: Part-Time
Reports to: Director of Development

Position Summary:

The Office Assistant is responsible for making deposits with the bank and entering all donor transactions into the CRM (currently, we use Bloomerang). As a data-entry person, other additional reports may be required. Moreover, this position is responsible for ordering all office supplies for both administrative and clinical departments.

General Qualifications:

- Committed to the three IVHCare Core Values: Dedicated, Strong Faith, Strive for Excellence
- Must have a passion for the sanctity of life from conception to natural death.
- Requires related-field or equivalent work experience.
- Needs data-entry experience with a strong ability to learn new software.
- Must have excellent verbal & written communication skills.
- Must adhere to all rules and policies relating to confidentiality with respect to patient, donor, and financial records and documents.

Areas of responsibility, Skills, Abilities:

- Support the fundraising and accounting process by entering all contributions (cash, checks, credit card, stock gifts, and in-kind donations) that come into the clinic (including daily mail and electronic submissions) and generate thank you letters.
- Ordering and maintaining inventory of office supplies, including maintenance of printers.
- Basic computer skills with proficiency in Google apps
- Computer skills and experience with Google apps, remote bank deposit software, and Bloomerang are a must.
- Positive attitude, with a friendly and welcoming demeanor.
- Energetic, flexible, collaborative and proactive; a self-starter with the ability to work well independently and in a team setting.
- Must work with a high degree of accuracy and attention to detail in a fast-paced, changing environment with numerous deadlines.
- Other duties as assigned.