



Bringing Hope • Providing Health • Transforming Communities

## ADMINISTRATIVE ASSISTANT

**Position:** Administrative Assistant

**Reports To:** Finance Director

**Type:** Full Time Position Non-Exempt

At Esperança, our mission is to improve health and provide hope for families in the poorest communities of the world through sustainable disease prevention, education and treatment. Our goal is to ensure that no one faces poverty alone.

The Administrative Assistant is a critical role in our organization and reports directly to the Finance Director, with substantial support from the CEO and Development Director. As the Administrative Assistant, you will do more than support your team members, you will create systems and procedures to ensure that Esperança's mission is sustained far into the future.

### A typical day in the life of this role includes:

- *Database/Finance/Development:*
  - Supports the processing of all donations to include: data entry and gift acknowledgement letters.
  - Responsible for large volume data entry into donor database and excel spreadsheets.
  - Supports the Director of Finance to ensure Development and Finance databases are in alignment.
- *Administrative:*
  - Responsible for providing exceptional customer service to callers and walk in guests.
  - Responsible for providing administrative support to all Esperança team members.
  - Oversees all aspects of the office operations.
  - Oversees the cleaning and maintenance of the offices.
  - Responsible for Board meeting material, records and communication, directed from the CEO.
  - Coordinates all staff meetings and staff events.



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### **An ideal candidate would:**

- Have 2+ years of database experience.
- Have non-profit fund development and/or finance experience.
- High School, business school and/or college business courses.
- Have skills in organizational development, administration, management and training; must be proficient in all areas of office procedures.
- Proficient in Microsoft Excel and database management, Outlook, Word, Power Point.
- Be highly flexible and can manage multiple projects at the same time with a positive outlook.
- Be capable to problem-solve and work with minimal direction.
- Encourage others to be successful and confident through open communication and by valuing each other's strengths and views.
- Take the initiative to leave comfort zones, embrace new ideas, and pioneer change.
- Create a workplace based on honesty, accountability, and authenticity.

### **You would be exceptional for this role if you have:**

- Experience with CRM software such as: Raiser's Edge, Salesforce and the like.
- Enjoy creating and modifying systems to support a larger structure of product.
- Speak Spanish.

### **What we're good at supporting you:**

- Exceptional full health and dental insurance
- Short-term disability insurance
- Life insurance
- Optional additional life and long-term disability insurance
- 401(k) retirement plan, matched up to 7.5% monthly beginning at one-year anniversary
- 11 paid holidays
- Two-weeks paid vacation, annually
- Eight sick days, annually
- Two personal days, annually
- Professional development – we believe in investing in your career development

Last updated December 27, 2016