

## Administrative Assistant

Come join our team at YWCA St. Paul and be a part of an organization that's making a difference in our community. YWCA St. Paul is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

This essential member provides administrative support to the Director of Development and the Development team assisting with gift entry, data health, acknowledgments, mail preparation, scheduling, document preparation, minutes preparation, grant submissions, correspondence with donors, volunteers and partners, and other duties. The schedule for this position requires weekday as well as occasional weekend and evening hours to assist with activities, and events to benefit the organization.

### Duties:

- Support scheduling, correspondence, minutes, and document management.
- Assist Development team with events (scheduling, forms, set-up, organization, clean-up, volunteer acknowledgment).
- Track donations and awards in the database. Generate acknowledgment letters, maintain documents, and follow up with constituents when necessary.
- Maintain database health and update records as needed.
- Design/run queries and publish reports for Development and for monthly reconciliation with accounting.
- Work with accounting manager monthly to reconcile Development and Accounting gift records.
- Maintain physical and digital records as required (NFAs, acknowledgments, awards, etc.).
- Assist institutional giving manager with grant submissions.
- Publish merge documents, design fillable forms in Adobe, Word, Google.

### Qualifications:

#### Required:

- High school diploma or GED
- Minimum 3 years' experience as an Administrative Assistant
- Ability to work with diverse stakeholder groups
- Demonstrated proficiency in Microsoft Word, Excel, and PowerPoint
- Strong attention to detail
- Exceptional written, verbal, and interpersonal communication skills
- Strong organization skills and ability to plan work and manage multiple priorities, ability to pivot
- Demonstrated ability to work with diverse populations
- High level of professionalism and the ability to maintain confidentiality

#### Preferred:

- Experience using Raiser's Edge NXT including gift entry and reporting
- Demonstrated proficiency in Google Docs, Sheets, Forms, Teams and Zoom
- Demonstrated proficiency in Adobe Acrobat Pro

YWCA St. Paul offers a flexible work environment, and a competitive benefits package. The hiring range, dependent on experience and qualifications is \$17.00-19.00/hour. If you are looking for an opportunity to make a difference and work in a collaborate environment where we celebrate and appreciate each other, **please complete the Employment Application on our website:**

<https://www.ywcastpaul.org/jobs>

**And forward application, resume, cover letter to:**

**Email:** [hr@ywcastpaul.org](mailto:hr@ywcastpaul.org)      **Fax:** 651-305-1602

**Mail:** YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

***The YWCA St. Paul is an Equal Opportunity Employer***