

Part-Time Administrative Assistant

We are seeking a detail-oriented Part-Time Assistant who will be responsible for helping increasing efficiencies for the administration and accounting departments.

Summary of Responsibilities: The Administrative Assistant will work strategically with the administrative team on donor stewardship, recording and accounting functions to improve office efficiencies. These efforts will support the overall team goals of increasing donor involvement for practicing charity to the poor.

Job Type: Part-Time (approximately 15-30 hours/week)

Location: Lanham, MD

About WVC: Founded by the Venerable Fr. Al Schwartz, World Villages for Children is the fundraising arm of international poverty relief work of the Sisters of Mary. The charitable and educational programs of the Sisters nurture the whole child – academically, physically, vocationally, and spiritually. The results are transformative for graduates of the Sisters’ programs who go on to college or vocational careers and often help bring their entire families out of the cycle of poverty. The Sister of Mary work at 18 sites in 7 countries serving 20,000 students annually.

Roles and Key Responsibilities

- Help prepare letters and correspondence for recurring and mid-level donors.
- Learn the database to update records.
- Prepare grant application materials.
- Answering phone and responding to inquiries.
- Assist in general office tasks of organizing, digitizing historical records and culling files.
- Perform accounting data entry.
- Assist in closing mailing and maintaining accurate inventory records for print mailings.
- Contribute to other accounting entry duties as needed.

Basic Qualifications

- Ideal candidate is a self-starter and must enjoy working as part of a small team. Must be able to work under pressure. Proficient in Office 365 suite of products.
- Previous work in an office or with nonprofits desirable.

Agency-wide Competencies (for all WVC Staff): These are rooted in the mission, values, and guiding principles of WVC and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Humble and joyful service to the Lord and our neighbor
- Solidarity with the poor
- Respect for human dignity
- Passion, perseverance and adaptability

Supervisor: Donor Relations Manager

Pay and Benefits:

- \$18-\$22/hour

**Our Catholic identity is at the heart of our mission and operations. World Villages for Children carries out the commitment of the Sisters of Mary to practice charity to the poor and vulnerable overseas. This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. WVC talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

EOE/M/F/D/V - WVC is an Equal Opportunity Employer

If interested, please send a cover letter and resume to info@worldvillages.org