

Job Title: Office Assistant

Location: Lanham, Maryland – In Person

Compensation Range: \$18-\$20/hr

Part Time: 20-24 Hours per week

About Us: World Villages for Children fundraises for the Sisters of Mary's global poverty relief efforts. The Sisters of Mary support holistic educational programs across 18 sites in 7 countries for children living in extreme poverty, aiding 20,000 students yearly. These programs foster academic, physical, vocational, and spiritual growth, empowering graduates to pursue higher education or careers and uplift their families from poverty.

Summary of Responsibilities: The Office Assistant will work strategically with the Finance and Administration, Marketing and Development, and Operations teams. These efforts will support our overall fundraising goals.

Primary Duties & Responsibilities:

- Process mail daily - distribute invoices, statements, and process gifts.
- Answer incoming calls and greet visitors.
- Maintain accounting files as directed.
- Maintain inventory for direct mail, products, supplies, and print collateral.
- Correspond with database managers on month end reporting.
- Prepare donor stewardship materials and correspondences.
- Assist with airline, hotel, and conference reservations.
- Other projects as assigned.

Skills and Competencies:

- Highly effective written and oral communication skills. Detail and deadline-oriented with the ability to manage multiple priorities and projects successfully and simultaneously.
- Record of meeting and exceeding goals in a fast-paced work environment.
- Strong organizational, interpersonal, listening, and communication skills.
- Proficient in Office 365 suite of products.
- Experience with Blackbaud Raiser's Edge NXT and Financial Edge a plus.
- Ability to prioritize tasks, meet deadlines, and work independently with minimal supervision

Our core values:

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.

- We inspire giving as a fundraiser and friendraiser
- We serve with light-hearted joy
- We care deeply

- We value service above self
- We treat people with dignity (honesty, respect, teamwork, integrity)

**Our Catholic identity is at the heart of our mission and operations. The entire staff of World Villages for Children carries out our commitment to inspire charity to the poor. This job description is not an exhaustive list of the skills, efforts, 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.