

Special Love, Inc.

Job Position: Part-time Office Assistant
(24 hours a week)
Reports to: Director, Finance and Operations
Salary: \$17,500

The Office Assistant provides data entry and administrative support to the Executive Director and Director of Finance and Operations, as well as the Development and Programs team.

This description incorporates the core responsibilities of the Office Assistant. It is recognized that other related duties not specifically mentioned may also be performed to assist in the operations of Special Love.

Summary of position

- Maintain and update NEON database for donors and campers as needed
- Maintain donor central filing system
- Record checks in database and provide donor sheet for Director of Finance and Outreach
- Answer and direct all incoming phone calls
- Prepare and route outgoing mail
- Other duties as assigned

Qualifications

- BA/BS with 1-3 years related experience
- Strong interpersonal, administrative and organizational skills
- Strong project management skills
- Ability to exercise sound judgment and decision-making
- Proficient in Microsoft Office Suite. NEON experience a plus.

Please submit a cover letter and resume to:
Judy Martin, Director of Finance & Operations
Special Love, Inc.
117 Youth Development Court
Winchester, VA 22602