



Serve with Purpose. Lead with Compassion. Grow with Us.

Administrative Assistant

Your Impact

SVdP Northeast Ohio is seeking a highly organized, detail-oriented Administrative Assistant to support the daily operations of our nonprofit organization. This position plays a vital role in ensuring the efficient functioning of the office by providing administrative, clerical, bookkeeping, and board support while serving as a welcoming first point of contact for donors, volunteers, clients, and community partners. The ideal candidate is professional, compassionate, adaptable, and committed to supporting the mission of St. Vincent de Paul through excellent organizational and customer service skills.

Key Responsibilities

Administrative Support

- Answer and direct incoming phone calls, emails, and visitors in a professional and welcoming manner.
- Manage calendars and schedule appointments, meetings, and events for leadership.
- Prepare correspondence, reports, presentations, and other organizational documents.
- Maintain electronic and paper filing systems.
- Order and maintain office supplies and equipment.
- Assist with special projects and day-to-day office operations.

Financial & Bookkeeping Support

- Perform basic bookkeeping tasks, including data entry, invoice processing, expense tracking, and account reconciliations.
- Assist with accounts payable and accounts receivable functions.
- Prepare bank deposits and maintain accurate financial records.
- Support monthly financial reporting by organizing documentation and records.
- Maintain confidentiality of financial information.

Board & Governance Support

- Coordinate Board of Directors and committee meetings.
- Prepare meeting agendas and board packets.
- Record and distribute meeting minutes.
- Maintain board records and governance documents.
- Assist with board communications and scheduling.

Donor & Volunteer Support

- Maintain donor and volunteer databases.
- Process donations and generate acknowledgment letters.
- Assist with volunteer communications and scheduling.
- Support fundraising events and donor stewardship activities as needed.

General Office Operations

- Coordinate incoming and outgoing mail.
- Maintain organizational calendars and shared office resources.
- Assist with event logistics and meeting coordination.
- Ensure office operations run efficiently and professionally.

Required Qualifications/Skills/Education

- Associate degree or equivalent work experience preferred.
- Minimum of 2–3 years of administrative experience, preferably in a nonprofit environment.
- Experience with bookkeeping or accounting support.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Experience with accounting software such as QuickBooks is preferred.
- Experience with donor management or CRM software is a plus.
- Excellent written and verbal communication skills.
- Strong organizational skills with exceptional attention to detail.
- Ability to prioritize multiple projects and meet deadlines.
- Professional demeanor with excellent customer service skills.
- Ability to maintain confidentiality and exercise sound judgment.

Desired Qualities

The successful candidate will demonstrate:

- A commitment to the mission and values of SVdP Northeast Ohio.
- Integrity, professionalism, and dependability.
- Compassion and respect when interacting with individuals from diverse backgrounds.
- Initiative and the ability to work independently.
- Flexibility and willingness to assist wherever needed.
- A collaborative, team-oriented mindset.

Physical Requirements

- Ability to sit, stand, and use a computer for extended periods.
- Occasionally lift or move up to 25 pounds.
- Ability to attend occasional evening board meetings or organizational events.

This is a full-time, 40-hour per week position. Standard hours are generally Monday through Friday; Occasional extended hours may be required for major campaigns, seasonal initiatives, and special projects.

Benefits:

- Matching Simple IRA
- Life Insurance
- AD&D Insurance
- Competitive Wage
- Paid Time Off
- Complimentary Meals
- Employee Discounts

About SVdP Northeast Ohio

SVdP Northeast Ohio serves individuals and families throughout the region by providing compassionate assistance, essential resources, and pathways toward stability. Guided by the Vincentian mission of

serving neighbors in need with dignity and respect, we work alongside volunteers, donors, community partners, and supporters to strengthen our communities and offer hope to those facing hardship.

Qualified applicants should submit a cover letter and resume to:

svdp@svdpneodistrict.org.

Please include the position title in the subject line of your email.

Applications will be reviewed as they are received and will be accepted until
the position is filled, unless otherwise noted.

No phone calls, please. Only candidates selected for an interview will be contacted.