



At St. Vincent de Paul Society of Marin, we work daily to connect those in need with food, housing and crisis assistance, giving people hope and the chance for a better life. We treat our clients with dignity, guiding them through the necessary steps through crisis to stability with the help of dedicated staff and volunteers. If you are seeking work that is *more than just a job*, one that gives you the opportunity to give back to others and your community, then our Vinnie's family may be the place for you.

### **Job Description: Administrative Assistant, Part-time**

A charitable lay organization providing social services, St Vincent de Paul Society of Marin is seeking an experienced individual to join our passionate and committed team as an Administrative Assistant. The position is part time, 20 hours per week; duties could be expanded for additional hours. This Administrative Assistant position is at the hub of our operations, this position is supervised the Director of Finance & Operations.

#### Primary duties:

- Provide administrative support services for the agency's executive staff.
- Oversee the maintenance and upkeep of the office equipment and related vendors; monitor and purchase office supplies. Ensure that the office has the necessary supplies and places orders when there is a need.
- Administer the DNA (do not admit) database with updates and ensures its timeliness, in cooperation with the security guards and Guest Services Staff.
- Serve as the mail hub. Pick up mail from post-office and mailbox, sort and distribute. Drop mail in mailbox at end of day.
- Oversee the phone and voicemail systems.
- Provide administrative support to varied organizational projects and initiatives.

#### Ideal candidate will possess:

- BA or equivalent work experience.
- Excellent organizational skills and ability to prioritize and handle multiple tasks.
- Excellent interpersonal, listening, and oral and written communication skills.
- Ability to work with minimal supervision.
- Bilingual English/Spanish strongly favored.
- Strong computer and spreadsheet knowledge and skills (MS Office).
- Commitment to the Society of St. Vincent de Paul goals and a desire to work for a social service agency serving the poor.

**Please forward your resume to [VMasseria@Vinnies.org](mailto:VMasseria@Vinnies.org) for consideration.**

**NON-DISCRIMINATION** – St. Vincent de Paul Society of Marin County is committed to ensuring that all individuals have equal access to our assistance, programs, facilities, and employment opportunities. We do not discriminate against any person with regard to race, religion, color, creed, gender, marital status, sexual orientation, age, national origin, political affiliation, immigration status, mental or physical disability, income level, or medical condition.