

Office Assistant

We are seeking a detail-oriented Office Assistant who will be responsible for helping the administration and accounting departments of World Villages for Children.

Summary of Responsibilities: The Office Assistant will work strategically with the administrative team on donor stewardship, with the finance and administration team, and the marketing and development team.. These efforts will support the overall team goals of inspiring charity to the poor.

Job Type: Part-Time (approximately 24 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

- Process Mail Daily- Distribute invoices, statements, and checks to be processed
- Maintain Accounts Payable files accurate and up to date
 - Process invoices, with attached approvals and enter them into Accounting Software
- Maintain Credit Card Files
 - Filter statements per user
 - Send spreadsheet to user so they can code their expenses
 - Update Master sheet with user’s spreadsheet
- Maintain Inventory for materials and coins
 - Done Monthly
- Create Misc. Deposit Slips
- Send out Reports to Database team
 - 2X a month
- Budget analysis with Direct Mail
 - Expense inventory to mailings
- Donor Stewardship and Correspondence
 - Assist with donor correspondence as assigned
 - Assist with impact and grant reports
- Marketing and Development
 - Assist with airline, hotel, and conference reservations
 - Outreach to parishes to market sponsorships and pilgrimages
 - Other projects as assigned

Basic Qualifications

- Very good organizational and multi-tasking abilities
- Excellent problem-solving skills and attention to detail
- Strong communication and collaboration skills, with the ability to work effectively across departments and with diverse stakeholders
- Proficient in Office 365 suite of products
- Ability to prioritize tasks, meet deadlines and work independently with minimal supervision

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: Senior Accountant

Pay and Benefits:

- \$18/hour

**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.