



Position Description: Administrative Assistant

Pathways Mission Statement:

The mission of Pathways is to provide a unique Christian program dedicated to enhancing the quality of life for adults with developmental disabilities. Pathways assists each individual to achieve emotional, cognitive, physical, social, and spiritual growth to his/her fullest potential.

Position Summary:

The Administrative Assistant will perform fund development and administrative duties for Pathways. This position will maximize the effectiveness of development efforts that help Pathways fulfill its mission. This is a part-time position consisting of 25 hours per week.

Major Job Responsibilities:

- Assist in fundraising efforts and research
- Help maintain donor database and data integrity
- Prepare and distribute donor tax statements and thank-you letters
- Assist in the organization and distribution of materials and setting appointments for the Executive Director
- Assist in the coordination of bulk mailings
- Assist in the coordination of special events
- Process semi-monthly payroll and assist with pre-employment screenings
- Provide agency tours
- Receive phone calls and visitors
- Perform data entry and generate reports
- Perform other duties and assume other responsibilities as assigned

Skills, Knowledge, and Abilities:

- A strong and mature Christian faith
- Excellent organizational skills
- Excellent written and oral communication skills
- Excellent interpersonal skills and a high energy level
- Skill in applying creative problem-solving and opportunity-seeking to tasks and events
- Demonstrate the ability to maintain a positive attitude while being flexible and adaptable
- Strong computer and data entry skills
- Strong communication skills
- Office and/or nonprofit experience

Education and Experience Requirements:

A high school diploma is required for this position, and some college is preferred. Experience in an office setting or with nonprofit agencies preferred.

Relationships:

The Administrative Assistant reports directly to the Executive Director.