



## Part-Time Administrative Assistant

### About the Job:

The Administrative Assistant is a part-time job (20 hours a week) non-exempt position, working for The Pace Center. This person will help the office run smoothly and will report to the Director of The Pace Center. The ideal candidate should be organized, good at communicating, and able to get along well with others. This job is in Richmond, Virginia.

### Duties and Responsibilities:

"In addition to welcoming students, the Administrative Assistant will be expected to perform the following duties:

### Admin Tasks:

- Handle cash, checks, electronic deposits, and invoices
- Keep the Salesforce CRM database updated with correct donations and contact information
- File receipts and help the bookkeeper with credit card statements
- Write and send thank-you letters to donors
- Help maintain the website using Wix
- Manage incoming mail, emails, and other messages
- Help with direct mail campaigns
- Provide reminders and basic support for non-student adult volunteers
- Follow office procedures

### Facility and Events Coordination:

- Manage daily facility operations
- Keep student materials organized
- Keep the kitchen clean and organized
- Monitor and order cleaning and office supplies
- Assist with meeting setups, parking, and AV for in-person and virtual meetings
- Help set up for volunteer events, including monthly Red Cross Blood Drives
- Coordinate with Federal Work Study interns on shared tasks

### Required Qualifications:

- At least two years of administrative experience
- Organized and able to handle multiple tasks
- Able to work independently with little supervision
- Friendly, caring, and good at working with people
- Strong written and verbal communication skills
- Knowledge of Microsoft Excel and Google Suite (Salesforce knowledge is a plus)
- Willing to learn new software
- Able to troubleshoot equipment issues



- Knowledge of basic bookkeeping and office management
- Able to lift 30 lbs
- An Associate's or Bachelor's degree is a plus but not required if you have enough professional experience

**Salary and Benefits:**

The annual salary is \$22,800 for a 20-hour work week, paid every two weeks. This position does not include health coverage.

**How to Apply:**

Email resume and cover letter to Lynn Pelco at [lynn.e.pelco@gmail.com](mailto:lynn.e.pelco@gmail.com) by August 25, 2024. Please include the names and contact information (phone and email address) for 3 individuals who can serve as professional references. Please include someone who has served as a recent work supervisor.