



AmeriCorps

**NOTRE DAME MISSION VOLUNTEERS AMERICORPS (NDMVA)
EXECUTIVE ASSISTANT
POSITION DESCRIPTION**

Our Notre Dame Mission Volunteers Staff is dedicated to improving access to education, building community, and providing opportunity worldwide. The Notre Dame Mission Volunteers National Office supports the work of NDMVA teams around the world. NDMVA facilitates the service of 400+ AmeriCorps members in 20 teams across the country. We are always looking to expand our capacity with talented and committed individuals looking to join our team. Learn more about [NDMVA](#) and our founders, [The Sisters of Notre Dame de Namur](#).

POSITION SUMMARY

NDMVA seeks an Executive Assistant to work in our National Office (Baltimore, Maryland) in order to actively support our leadership team and the Notre Dame AmeriCorps program. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention for administrative details. This person should have experience working in an office environment, performing administrative duties, and providing support to managers. Given the dynamic nature of NDMVA, the executive assistant handles daily administrative tasks associated with operations, programs and fundraising; provides assistance managing databases; assists with general communication and correspondence; and coordinates logistics for annual events and meetings.

PRIMARY RESPONSIBILITIES

Leadership Team Support

- draft documents/emails/reports, collect and analyze information, initiate communications
- prepare reports and documents (including preparing charts and graphs) primarily for leadership team, Board of Directors, AmeriCorps and others as needed
- manage and maintain schedules/timelines, files and binders
- schedule, coordinate Midyear conference, staff and Board of Director meetings; record, transcribe and distribute minutes
- oversee flow of communication/correspondence with appropriate parties [donors, board, leadership, staff, volunteers, Sisters of Notre Dame de Namur, AmeriCorps]
- work with the Executive Director on correspondence, communications, preparation of talking points, and other areas of program research.
- assist with other duties, as requested

Day-to-Day Office Administration

- Welcome guests and customers by greeting them, in person or on the telephone, and answering or directing inquiries.
- Maintain a calendar system to plan, prepare and track upcoming events, reports, deadlines, etc., in conjunction with the ED and leadership team



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- maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; and verifying receipt of supplies
- similarly, maintain NDMV and AmeriCorps promotional swag inventory, orders, and restocking; work with Communications Director for development of new promotional items
- maintain fundraising records for mid- and year-end reports
- order furniture and equipment, as needed (compare price, purchase, maintenance)
- review and submit invoices for payment and maintain record-keeping
- schedule set-up / breakdown for meetings, paper-shredding, etc.
- resolve administrative problems/inquiries; prepare written responses to routine inquiries
- record payroll data from our faith based and Education Award Partners
- Refinement and maintenance of paper and digital files of volunteers
- Maintain the physical office space in Baltimore, Maryland and assist with mail, vendors, maintenance, property management and other duties related to the National Office.
- assist with leadership and development projects/tasks, as needed

Oversee quality control and timeliness of project deadlines

- administer NDMVA-wide mailings (includes personalization and segmentation)
- assist with organization and implementation of events and gatherings
- assist with creation of and oversee project timelines
- correspond with vendors
- support office volunteers, as needed

Fundraising and Gift-processing

- support annual fund, major gift, and grant management operations as they evolve
- conduct data entry, processing charitable gifts, producing queries and reports, as needed
- assist with donor relations: acknowledgements, follow-up communication, etc.
- administer monthly reconciliation of donations with finance department/IT
- assist with creating proposal documents for institutional funders: including cover letters, requests for funding, brochures, and funding lists, etc.
- notify Executive Director of gifts for acknowledgement

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies

QUALIFICATIONS AND SKILLS

- Associate's Degree or equivalent related professional experience
- Minimum of three to five years direct support to senior management
- Ability to operate in ambiguous and changing environments with the demonstrated ability to manage and prioritize projects
- Time management skills; proactive approach to meeting deadlines and delivering results with



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limited supervision

- Entrepreneurial spirit; a self-starter with ability to work independently and as member of fast-paced organizational team
- Excellent verbal and written communication skills, sophisticated interpersonal and relationship-building skills
- Ability to distinguish and honor confidentiality and communicate information, as needed
- Ability to collaborate with others and create unity in the workplace
- High Proficiency with Microsoft Office Suite platforms and Google Suite; knowledge of fundraising database and CRMs a plus. Skilled and confident user in Adobe Creative Cloud, DonorPerfect, Constant Contact, teleconferencing and/or other platforms as needed.
- Ability to travel 2-3 times per year to attend off-site conferences and meetings
- A demonstrated commitment to diversity, equity, and inclusion and is able to collaborate with diverse groups to accomplish mission-driven goals
- Alumnus or former staff member of a National or International Service program a plus
- Willingness and ability to handle conflict with tact and professionalism
- Dedication to the mission of the organization

STANDARDS OF PERFORMANCE

- Accepts shared responsibility and ownership of projects.
- Positive, cheerful influence on others to achieve goals.
- Actively contributes to the achievement of group and organizational goals.
- Composes and edits documents, with an eye for accuracy and style.
- Maintains neat, orderly administrative office files.
- Establishes and maintains office systems.
- Cultivate, maintain positive relations
- Attends staff meetings and presentations.

Compensation: Salary will be commensurate with experience and proven track record.

Benefits include: Health/Dental/Vision Insurance (including children and spouse), PTO (personal days, vacation, sick days, parental leave), 403b Retirement Plan, Orientation and opportunities for professional development.

Location: Located in Baltimore, MD, with hybrid work schedule available.

To apply, please send a copy of your resume and cover letter, inclusive of salary range, to jobopening@ndmva.org