



Administrative Assistant

Job Title: Administrative Assistant

Location: Annapolis

Reports To: Office Manager

Supervises: None

Status: Employee, Half-time, Exempt

Organizational Background: Interfaith Partners for the Chesapeake (IPC) ignites the power of faith communities in the Chesapeake Bay region to honor all of Creation by working together to protect and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Since 2013, IPC has engaged over 300 congregations to implement best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations throughout Maryland, including the Eastern Shore, as well as south-central Pennsylvania. Visit www.InterfaithChesapeake.org to learn more.

Location: This position is located in our Annapolis office (7 Willow Street, Annapolis, 2nd Floor). We sublet this space, and it is available for our use only on Tuesdays and Thursdays. The Administrative Assistant will be required to work in the office on Tuesdays at least, and can choose to work in the office on Thursdays or from home, to comprise the balance of the 20-hour work week. One must climb a half-flight of stairs to enter the office space and there is no elevator. In addition, IPC's team operates virtually from home offices, therefore, this position can be structured as a hybrid in-person/remote position. Remote work is a privilege afforded to staff who perform with highly disciplined independence. A computer and peripherals will be provided and can be brought back and forth from home to facilitate remote work; however, reliable internet at the employee's home office must be provided by the employee.

Roles and Responsibilities: The Administrative Assistant assists the Office Manager with keeping the office running smoothly, clerical support, database maintenance, event planning, triaging inquiries, and serving as a first friendly face (or voice on the phone) representing the organization.

1. Triage incoming mail/phone calls, forwarding to staff what cannot be handled independently. Monitor IPC's general email box daily.
2. Record donations, deposit checks according to approved procedures, and prepare deposit reports for the bookkeeper.
3. Order office supplies and complete copying orders for staff as needed.
4. Clerical support such as word processing, spreadsheets, printing, mail merges, mailing correspondence.
5. Coordinate logistics/food/supplies for IPC events or meetings.
6. Regularly perform database cleanup to maintain integrity of content. Query the database to generate lists for exporting. Import lists from online registrations, surveys, sign-in sheets from events, and the like.
7. Monitor and record database metrics to track engagement statistics for the program staff.
8. Assist program staff with clerical office support such as database entry, entering sign-in sheets, and preparing welcome emails to new contacts.
9. Other office or clerical tasks, as assigned.

Position Requirements:

- Outgoing and friendly personality with excellent verbal communication skills.
- Loves interacting with people on the phone, by video-chat, or in-person.



- Prior experience as an administrative assistant, executive assistant, or program assistant.
- Prior experience working with NationBuilder, Salesforce, Church 360, some other CRM database.
- Working vehicle to travel to/from the office, post office, or office supply stores.
- Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, Adobe Writer, and the Google Suite.
- Tech savvy with an aptitude for learning new technology or platforms.

Ideal Qualifications:

- Positive “can-do” attitude.
- Demonstrated ability to work independently as well as part of a team.
- Highly organized with excellent attention to detail.
- Able to juggle multiple assignments simultaneously and meet deadlines.
- Not intimidated by independently solving problems or cold-calling.
- While not required, preference will be given to candidates with experience with any of the following operating systems: Basecamp (or Asana or Trello), Airtable, Zoom (as a technical facilitator), and/or basic website upkeep experience. Note your familiarity with these programs in your cover letter if applicable.
- Trustworthy to handle sensitive information with integrity and respect confidentiality.
- Proximity to the Annapolis office will be important to facilitate quick runs to the office for needed tasks.

Compensation: This is a part-time, 20 hour/week position, with a salary range of \$18,000 to \$23,000, commensurate with skills and experience. Includes paid vacation and holidays, medical and dental benefits (employer and employee cost-share), and a monthly cell phone stipend for use of personal cell phone when working from home. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate.

How to Apply: In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented religions and races to apply. Please upload a cover letter, resume and references through our [online portal by clicking here](#). Resumes will be collected until the position is filled. Interviews will begin immediately upon receiving qualified applications. We plan for the new hire to begin working no later than July 15, 2022.