POSITION DESCRIPTION

Job Title: National Office Assistant (part-time)
Reports To: Director of Donor Services
Works Closely With: National Office Staff

GENERAL DESCRIPTION:
The National Office Assistant will be directly responsible for all administration as it relates to the national office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. General Office
   - Act as a clearinghouse on emails for general inquiries; be the resident expert on RUF
   - Preserve the “First Impression” of RUF with all guest relations – phone, email, and guests
   - Sort and process incoming/outgoing mail:
     - Send donation checks on to the lockbox
     - Mail reimbursement checks
   - Ensure all supplies are ordered, stocked and organized
   - Ensure that all storage of equipment is orderly and logged
   - Place stationary orders for the office and field staff
   - Maintain a professional look in the office
   - Oversee all office records retention
   - Maintain office calendar
   - Assist with Donor Services and Finance departments as needed

2. Donor Services
   - Receipting and acknowledgment letters to donors
   - Research donation questions and/or issues
   - Assistance with accurately processing donations
   - Help maintain the integrity of the database
   - Special projects as needed for the advancement team

2. Accounting
   - Clerical assistance as needed
   - Financial Statement document assembly and storage

QUALIFICATIONS:
- A Christian active in a local evangelical church
- Proficient in MS Word, and MS Outlook, MS Access, MS Excel
- Proficient in database management
- Able to use the internet and email

KNOWLEDGE, SKILLS & EXPERIENCE:
- A Bachelor’s degree (preferred)
- Detail oriented and organizational skills required
- Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Prior work experience within an non-profit environment (preferred)
- Ability to work in a fast paced environment

Please send resumes and cover letters to jobs@ruf.org