

Society of St. Vincent de Paul, Sacramento is Hiring for New Administrative Position

The Office Administrator will be the key second employee of THE EXODUS PROJECT, a new interfaith mentoring program working with people coming out of jail in Sacramento. This half-time position will provide support and assistance to the director in developing and implementing the project. The Office Administrator will be responsible for office management and general administration.

JOB DUTIES AND RESPONSIBILITIES:

- Provide support and collaboration to director in developing and implementing projects
- Responsible for administration of project office
- Develop internal administrative systems
- Keep records of program and participants
- Collaborate in developing materials, trainings, and policies
- Provide program development and research
- Oversee administrative volunteers
- Assist in the scheduling and implementation of training programs for mentors
- Keep data base of contacts
- Responsible for phone, email, and other correspondences
- Maintain calendars and schedules
- Other duties as required

SKILLS AND ABILITIES:

- Strong verbal and written a communication skills
- Ability to collaborate and think strategically
- Strong computer skills with high competency in MS Office
- Excellent organizational skills
- Ability to manage multiple responsibilities
- Comfortable in a fast-paced office setting
- Some supervisory skills and abilities
- Comfortable with faith-based and inter-faith programming/ organization
- Interest in working with incarcerated and formerly incarcerated individuals

MINIMUM JOB REQUIREMENTS:

- HS diploma; college degree strongly preferred
- 3+ years experience in administrative positions
- Combination of education and experience may be considered

HOURS AND COMPENSATION: 20 hours per week (flexible schedule); \$18 per hour

TO APPLY: Please submit a cover letter and resume to scastleman@svdp-sacramento.org