

Administrative Assistant

Mary's Inn is a faith-based residential home in Dubuque, Iowa that serves pregnant and/or parenting women. We are seeking a mature individual who is able to work in a fast-paced environment that requires a calm demeanor, with proven problem-solving skills and proactive planning. The successful candidate will have experience working in the fields of recovery, substance abuse or homelessness, and is able to show compassion and understanding for women who have chosen life for their baby.



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+ Requirements

- Enter accurate data into donor management software database.
- Create reports in a timely manner.
- Generate mailing list for quarterly newsletter mailings, annual appeal and various fundraising efforts.
- Responsible for creating accurate thank you notes for donations.
- Return phone calls and emails related to non-cash donations and issues donation receipts as needed.
- Assist with financial tasks such as QuickBooks data entry.
- Proofread documents for accuracy and clarity.
- Act as assistant to Director.

+ Qualifications

- Three to five years experience as an administrative assistant or executive assistant
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with QuickBooks is a plus
- Excellent organizational and time management skills
- Strong attention to detail and accuracy in all work tasks
- Exceptional written and verbal communication skills
- Ability to handle confidential information with discretion

+ Pay

We offer a competitive wage.

This is an excellent opportunity for someone who wants to be a part of a non-profit that serves women and babies.

Please note that only qualified candidates will be contacted for an interview.