

Administrative & Development Assistant

St. John Catholic Campus Center
Part-Time

Position Overview

The Administrative and Development Assistant serves as a vital support to the daily operations of the St. John Catholic Campus Center. This position assists with volunteer scheduling, basic financial administrative tasks, and general office duties that help advance the ministry's mission of forming lifelong disciples. The ideal candidate is organized, dependable, and comfortable working in a faith-filled environment.

Key Responsibilities

Volunteer Coordination

- Maintain and update volunteer schedules for liturgical ministries, events, and center activities.
- Communicate assignments, reminders, and updates to volunteers as needed.
- Assist with volunteer onboarding and information tracking.

Financial & Administrative Support

- Manage day-to-day invoices, reimbursements, and payment processing under the supervision of the Business Manager and Director.
- Maintain accurate records of transactions and file receipts or supporting documentation.
- Collect and distribute incoming mail.
- Assist with data entry, tracking donor information, and preparing development materials (mailings, thank-you letters, database updates).

Office Operations

- Answer phone calls, respond to emails, and assist visitors with professionalism and hospitality.
- Maintain general office organization and ensure supplies are stocked.
- Provide administrative support for events, meetings, and ministry activities.

Qualifications

- Strong organizational and time-management skills.
- Attention to detail and comfort handling administrative tasks.
- Strong written and verbal communication skills.
- Ability to work independently and maintain confidentiality.
- Commitment to the mission and values of the Catholic Church.

Work Hours & Compensation

- 15-20 hours per week
- Some evening or weekend support may be required during special events.
- Compensation commensurate with experience