



National Council Office Society of St. Vincent de Paul	
Position Description	
Position Title:	Administrative Associate
Reports To:	Chief Financial Officer
Classification:	Full-Time Exempt

Position Overview

The Administrative Assistant serves as the initial point of contact for guests, members, and the general public at the National Office. This role is dedicated to providing timely, efficient, and compassionate communication across various channels. The position supports the National Council Office and assists with requests from Neighbors in Need. Responsibilities include managing office correspondence, processing remote bank deposits, maintaining essential records, and contributing to audit preparations—all while upholding strict confidentiality and adhering to organizational standards.

Key Responsibilities

Frontline Communication:

- Serve as the first point of contact for visitors, callers, and email inquiries.
- Manage requests from Neighbors in Need, ensuring compassionate and effective assistance.
- Facilitate smooth office communications including phone, email, and inter-office correspondence.

Financial & Administrative Processing:

- Process remote bank deposits and maintain critical financial documentation.
- Maintain an electronic database comprising critical documents such as checks, vendor invoices, and related banking documents.

Administrative Support:

- Assist staff with specific projects and provide critical information to facilitate workflow.
- Handle additional assignments as determined by the supervisor.

Confidentiality:

- Uphold confidentiality regarding proprietary and privileged information.

Key Competencies & Qualifications

Communication Skills:

- Strong verbal and written communication skills.
- Excellent interpersonal abilities for engaging with both internal and external stakeholders.

**Organizational Proficiency:**

- High attention to detail and accuracy in all tasks.
- Ability to multitask and manage time effectively.
- Familiarity with office operations, digital filing systems, and general administrative processes.

Technological Savvy:

- Computer literacy and proficiency with Windows and Microsoft Office.
- Capable of operating various office equipment and machinery.

Professional Attributes:

- Self-motivated with the ability to take initiative.
- Team-oriented mindset with adaptability to evolving responsibilities.
- Good proof-reading skills and the ability to maintain focus amid interruptions.

Accountability**Compliance:**

- Adhere to the Society of St. Vincent de Paul's rules, by-laws, policies, and all applicable legal regulations.

Performance:

- Prepare and accomplish annual performance and program objectives.
- Participate in annual self-evaluations and performance reviews to ensure continuous improvement.

The National Council of the United States, Society of St. Vincent de Paul, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.