

TITLE: Operations Assistant, Vallombrosa Center
STATUS: Regular, Full-time (37.5 hours)
DEPARTMENT: Vallombrosa Center
LOCATION: Menlo Park
STARTING DATE July 1, 2010

PRIMARY JOB DUTIES:

- Assist Director - Compose routine correspondence as directed and generate reports as needed
- Assist Operations and Marketing - Create retreat and special event flyers, prepare notices and advertisements for all sponsored events, coordinate and prepare Vallombrosa newsletters, brochures and marketing collateral and send website updates as directed
- Update and manage customer database
- Maintain Vallombrosa Center records and files
- Assist Events Coordinator - Prepare rosters, sign-up sheets and fee envelopes, bedroom lists for the front desk and send out confirmation cards
- Assist Program Coordinator - Create Pre-Cana brochures and prepare packets for Pre-Cana workshop
- Manage scholarship database
- Sort and distribute incoming mail and process outgoing mail
- Prepare daily cash/check receipts and prepare weekly bank deposit
- Order office supplies
- Maintain office equipment and order related supplies
- Light phones and greet guests

MINIMUM JOB REQUIREMENTS:

- 5 - 7 years Administrative Assistant experience
- Self starter, able to work with minimum supervision
- Excellent time management and organization skills
- Excellent written and verbal communication skills
- Must be able to multi-task
- Attention to detail
- Knowledge of the Catholic Faith
- Must be able to work with others, collaborate as part of a team
- Flexible work schedule
- Must be proficient in Microsoft Office, Microsoft Publisher, Adobe Acrobat Professional, In-Design, Word and Excel
- Marketing knowledge a plus, able to communicate through social networking sites, facebook, twitter, etc.
- BA in Business, Marketing, Communications, Public Relations or the equivalent education and work experience
- Must type 30-35 w.p.m.

PLEASE SUBMIT RESUME, COVER LETTER AND 2 REFERENCES BY

E-MAIL ONLY TO:

Kathryn Gray, Associate Director, kathryn@vallombrosa.org