



# MERCY VOLUNTEER CORPS

Transforming Lives, Perspectives, The World

## Part-time Administrative Coordinator

*In partnership with the Sisters of Mercy of the Americas, members of Mercy Volunteer Corps enter into relationship with people who are experiencing injustices, in any form. In a spirit of mutuality, volunteers cultivate mercy and justice in the world by embracing compassionate service, social justice, spiritual growth, and a simple lifestyle in community.*

Organization Overview: Mercy Volunteer Corps promotes social change by placing and supporting volunteers for one year of service with people who are experiencing injustices, in any form, in the United States and Guyana, South America. Mercy Volunteers work in education, healthcare, and social services while growing spiritually and living simply in community.

**Job Overview:** This 15-20 hour per week position can be a work-from-home role, or in our Lower Gwynedd, PA office. Under the general supervision of the Advancement Director, the Administrative Coordinator will perform a variety of administrative, development and financial tasks. The ideal individual must demonstrate good judgment in situations, with strong organizational and administrative skills. The candidate must be able to work independently and handle multiple activities. The candidate will work with a wide range of individuals, including remote staff members, board and committee members and the Mercy community.

### Qualifications:

- High school diploma, or equivalent
- 3+ years office administrative experience recommended
- Strong organizational and proofreading skills
- Proficient in Microsoft Office and Google Suite
- Database management and CRM experience; familiarity with Blackbaud Financial Edge and Blackbaud Raiser's Edge, Deluxe ePayments, Constant Contact, and Zoom preferred
- Flexibility and teamwork

### General Responsibilities (included, but are not limited to):

#### Administrative -

- Schedule and attend all board and committee meetings and take and transcribe meeting minutes
- Assist in organizing off-site annual board meetings
- Schedule and attend bi-weekly staff check-in meetings

#### Development -

- Assist with Celebration of Mercy, an annual development event
- Update and maintain Raiser's Edge database with new constituent information
- Manage gift entry and acknowledgement letters and process all recurring and online donations through Raiser's Edge

#### Financial -

- Perform day-to-day financial transactions by reviewing and processing payments for invoices, check requests and bank drafts for the organization and the volunteers
- Review and process payments for expense reports and corporate credit card reconciliations

*MVC seeks to nurture and is committed to building a community in which the human dignity of every member is preserved and celebrated. We strive to maintain an environment in which each member has an opportunity to contribute to the vitality of the whole, where contributions are valued, as is each individual.*

Please send resume and cover letter to [contactus@mercyvolunteers.org](mailto:contactus@mercyvolunteers.org) by April 8, 2022