



## Administrative Coordinator

**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 flexible full-time position can be a work-from-home role, hybrid model, or solely from our Lower Gwynedd, PA office. This position is salaried with health insurance benefits offered, along with a 403(b) retirement plan and employer match. 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 have strong organizational and administrative skills and demonstrate good judgment in situations. The candidate must work well independently and handle multiple activities. The candidate works with a wide range of individuals, including remote staff members, board members, and the Mercy community.

### Qualifications:

- High school diploma, or equivalent; 3+ years office administrative experience recommended
- Strong organizational and proofreading skills, and 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 virtual board and committee meetings, and take and transcribe meeting minutes
- Assist in organizing off-site annual board meetings
- Schedule, attend, and transcribe minutes for bi-weekly staff check-in meetings
- Assist staff members with Orientation, Transition Retreat, and other administrative tasks as needed

#### Advancement

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

#### 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
- Manage most accounts payables and receivables for our organization

**Please send resume and cover letter to [contactus@mercyvolunteers.org](mailto:contactus@mercyvolunteers.org) by November 15, 2022.**

*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.*