

## **Administrative Assistant (Bilingual)**

37733 Meridian Ave, Dade City, FL 33525

Catholic Charities Free Clinic

- The Administrative Assistant is responsible for providing program administration coordination, fundraising, and support the daily operations of the programs and program Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide program specific administrative, financial, and general secretarial support to the Director Pregnancy Centers & Adoption Services.
- Provides direct support to Adoption Services and Personnel across 25 counties in 4 dioceses.
- Acts as primary contact for Social Media and Website related activities.
- Provides direct support to FOL Pregnancy & Adoption Programs and Personnel.
- Independently provides Choose Life contract management for 20 counties in four dioceses- reviewing contract requirements and restrictions to ensure compliance, accuracy, and completeness of record keeping. Primary point of contact for contract maintenance and interim and year end reconciliation.
- Works directly with Finance to reconcile Choose Life and Finance records to identify and correct gaps.
- Serves as Notary Public and witness for Adoption Placements at hospitals and other locations as required within the 25-county serving area.
- Assists with Adoption Searches - Conducting Intake, performing assessments, obtaining necessary documentation, initiating searches, and referring to the Private Investigator based on search results and needs as needed.
- Creates, manages, and maintains all FOL Fundraising Activities master files: sponsors, donations, reservations, and auction item donations.
- Direct contributor and back up to the Director in soliciting sponsorships, planning, organizing, and preparation of FOL Pregnancy Center and Adoption Services Fundraising events and activities including responsibilities at the events of overseeing registration, auction checkout, and collections of funds.

- Manages Fundraising collection, notification, accounting, and deposits of one-time, monthly and quarterly donations.
- Performs accounting, disbursement requests, deposit, and contribution log preparation.
- Conducts accuracy reviews of accounting, disbursement requests, deposits, travel reimbursements, and contribution logs submitted to the Director for approval.
- Makes all bank deposits and completes monthly/quarterly reconciliation reports.
- Manages petty cash funds for Tampa Center and Adoption Services – West including monitoring, disbursing and reconciliation.
- Provide FPSSP monthly monitoring report and invoice verification, validation, and reconciliation for all FOL Pregnancy Centers and Adoption Services Polk.
- Provide FPSSP direct support to FOL Hillsborough.
- Provide administrative/secretarial support for contracts, funding applications, and grants.
- Develop program specific case review and supervision reports as needed by all seven FOL and Adoption Services programs.
- Provides translation and/or coordination of multiple translation reviews of translated documents to ensure accuracy and compatibility/understanding by population serve.
- Maintain program files including licenses, contracts, grants, and agreements.
- Supervises and trains adoption search and FOL clerical volunteers.
- Compose correspondence to include word processing, typing of letters, memos, and development of forms (including handling of confidential information).
- Data entry in ECM, CMHCI, or other required systems.
- Provides CMHCI for Adoption Services Client Intakes, records etc.

**OTHER RESPONSIBILITIES:**

- Complies with all applicable training requirements.
- Complies with all company safety, personnel and operational policies and procedures.
- Complies with work schedule to ensure effective operations of Agency programs.
- Contributes positively as a member of a productive and cooperative team.

- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process.
- Performs other duties as necessary to fulfill Catholic Charities Diocese of St Petersburg, Inc Mission.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.
- Ability to set appropriate limits, work under deadlines and multi-task.
- Ability to organize, prioritize, self motivate, and deliver results.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II and DCF background screening.
- Valid Florida driver's license, ability to drive van or bus and have reliable transportation.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.
- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with Catholic Charities Diocese of St Petersburg, Inc Mission and Values.
- Will make a Commitment to Serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

**ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be able to relate to people, including volunteers, clients, clients' families and co-workers in an efficient but caring manner.
- Ability to perform required website updates, data management and extraction for donors and fundraising.
- Must be able to supervise staff.
- Must have strong organizational and communication skills; strong clerical and secretarial skills; must be service oriented and able to work independently; and, work well under stress to meet critical deadlines.
- Ability to generate and maintain required reports and documentation.

- Ability to establish a respectful relationship with persons served to help them gain skills and confidence.
- Ability to create financial reporting and recording and producing contract compliance reports.
- Understanding of client database ECM, CMHCI, or similar.

#### **EDUCATION AND EXPERIENCE:**

- Minimum of 2 years of college.
- At least two years of business and financial related office management experience.
- Experience with websites – create, update, new pages
- Experience with Raisers Edge or Donor based software
- Bilingual – Read, Write, and Speak Spanish – a plus.

#### **BENEFITS:**

- Personal Time Off for vacation, illness, or personal business (PTO)
- Paid Holidays
- Agency Pension Plan
- Employee Assistance Program (EAP)
- Direct Deposit
- Staff Training

***Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer.***

***Catholic Charities participates in the US E-Verify program.***

Job Type: Part-time

Salary: \$16.00 per hour

Benefits:

- Employee assistance program
- Life insurance
- Paid time off

Schedule:

- Day shift
- Evening shift

Ability to commute/relocate:

- Dade City, FL 33525: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Customer service: 1 year (Preferred)

Work Location: In person