



Current Employment Opportunities

About Us: We are a faith based community foundation, working to develop endowed funds to support the outreach and ministries of the Catholic community. We are "small but mighty," in start-up mode as we build our business. We are passionate about increasing Catholic philanthropy in support of our ministries and the people they serve. We are committed to our vision, and also to having fun as we work to implement that vision. We are an independent 501c3 organization, separate from the Diocese of San Jose.

Title: **Administrative Coordinator**

Position Objective: A functionally diverse position often working independently to support the work of staff, provide care and maintenance of the office environment, and coordination of events for The Catholic Community Foundation in alignment with its policies.

This is a non-exempt position, 20 hours/week.

Essential Job Duties & Responsibilities:

- Provide a professional reception and first impression to all manners of visitors to The Catholic Community Foundation in person or otherwise, answering all that make contact, and routing to the appropriate staff.
- Receive, process and distribute all incoming mail. Process outgoing mail and departmental project mailings as requested.
- Assist with Accounting function as assigned.
- Assist in board and committee process as required.
- Maintain current Board and committee records as assigned, lists and contact information, and distribute as appropriate.
- Maintain corporate calendar including Board and committee meetings, events, etc. Send notices and reminders, and confirm attendees, order supplies and materials as requested, prepare meeting rooms in advance, and prepare an adequate amount of meeting materials.
- Coordinate multiple size events including planning, location, room set-up, food and other supplies and materials, providing leadership to event-specific volunteers or committees, cultivating ideas, building each program progressively, and ensuring final arrangements.
- Database entry as appropriate for the position and assist other departments as needed.
- Schedule appointments as assigned, send notices, and confirm attendance.
- Hand written and typed correspondence as needed.
- Order and ensure inventory of office supplies as requested and needed, adequate postage, and ensure all office equipment is operational.
- Perform general outside office errands as needed.
- Help with spreadsheets occasionally
- Perform other duties as assigned from time to time by the Executive Director.



Position Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An understanding of Catholic stewardship and philanthropy.
- Strong team skills and an ability to serve and assist others in multiple assignments.
- Excellent reading, written and oral communication skills.
- Must be courteous at all times, flexible to adapt to changing needs, and able to maintain all confidential information.
- A minimum of an associate's degree in business administration or related field of study.
- A minimum of two years experience in a philanthropic office setting including business operations, banking, bookkeeping, data entry and computer related hardware and software applications.
- Proficient with Windows office suite applications including Word, Excel, and database, ability to process reports and update website as necessary. Experience with Raisers' Edge preferable.
- Excellent interpersonal skills, including listening and the ability to remember names, faces and constituent relationship information and history. The ability to work with others in a collaborative team environment or independently.
- The ability to read and comprehend simple instructions, write persuasive correspondence and memos, and effectively communicate to all constituents.
- The ability to apply common sense understanding and to carry out detailed written or oral instructions, and foresee outcomes as variables and circumstances change.
- The ability to multi-task and establish priorities.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Position reports to: Executive Director

Working environment: The noise level in the work environment is usually moderate, typical of an office with computers and printers. This is a non-exempt position, 20 hours/week. Office hours for this position vary and may require work outside the normal business hours including weekends. The Catholic Community Foundation is a smoke-free facility.

Location: San Jose

Submit a resume and one page cover letter to: info@foscc.org