

## Part-time Administrative Assistant

**The Christ Child Society of South Bend**, a 501(c) 3 non-profit established in 1947, is a vibrant all-volunteer organization of over 350 members who collaborate to serve under-resourced children and families in St. Joseph County. Our volunteers have a strong commitment to their work. A successful job candidate will be self-motivated, dynamic and adaptable.

### Job Responsibilities:

- Supports the Board of Directors, Committee chairs and Christ Child members by performing tasks related to the Clothing Center operation, membership activities and fundraising.
- Attends fundraising committee meetings and events as requested.
- Works closely with Donation Coordinator.
- Provides administrative support to ensure efficient operation of the Clothing Center.
- Performs polite and professional communications via phone, e-mail, mail and social media platforms with members, clients, and client referral agencies.
- Performs word processing, copying, and scanning.
- Oversees the proper use and operation of office equipment.
- Other administrative and support duties as assigned.

**Work Hours:** Part-time position. 15-20 hours/week. Hours vary based on time of year.

- Tuesday and Wednesday 8AM-1PM year-round plus 5 flexible hours per week.
- From August through December, two Thursday evenings and one Sunday afternoon each month.
- Additional hours throughout the year are dependent on meetings, or events. Calendar is created annually and updated monthly.

### Education and Experience Requirements:

- 3 years of administrative assistant, fundraising, or non-profit experience.  
Note: Job experience requiring software application use, language skills and organizational skills may be considered.
- Strong knowledge of Microsoft Office 365 - Word, Excel, and Outlook is required.
- Experience posting to social media platforms is desired.

### Application Process

- Send cover letter and resume to [info@christchildsb.org](mailto:info@christchildsb.org) or mail to 2366 Miracle Lane, Mishawaka, Indiana 46544.  
Applications must be received by April 30, 2024.