

Administrative Assistant

SUMMARY OF POSITION

Reporting directly to the Executive Director (ED), this position provides administrative support to the Executive Director, and the Senior Director of Philanthropy (SDP). Supporting both Good Shepherd Children and Family Services and Marygrove, this position is primarily housed at Good Shepherd Children and Family Services' University City campus but requires flexibility to travel to Marygrove or satellite offices as needed. This position plays a critical role in ensuring operational efficiency and maintaining high-quality engagement with internal and external stakeholders, including board members, donors, and the Central Ministry Office of Catholic Charities.

KNOWLEDGE AND EXPERIENCE

- Associate degree and/or equivalent combination of education and experience, with 3-5 years' experience in related work (office management, sales support, nonprofit administrative support).
- Reliable written and oral communication skills.
- Proficiency in Microsoft 365 (Word, Outlook, Excel, PowerPoint); experience with SharePoint and OneDrive is preferred.
- Comfort with electronic communications and digital file sharing platforms.
- Experience with video conferencing platforms such as Zoom or Microsoft Teams.
- Database entry experience preferred; knowledge of donor management systems (e.g., Raiser's Edge) is a plus.

SKILLS AND ABILITIES

- Demonstrated commitment to the mission of Good Shepherd Children & Family Services and Marygrove and an understanding of the broader mission, vision, and values of Catholic Charities of the Archdiocese of St. Louis.
- Strong verbal and written communication skills.
- Excellent attention to detail and organizational skills in office functions.
- Ability to prioritize multiple tasks and meet deadlines independently.
- Strong interpersonal skills and willingness to collaborate as part of a team.
- Ability to handle confidential information with discretion and professionalism.
- Dependability and flexibility in a dynamic, mission-focused environment.

CONTACT

To apply, please submit your resume to Abbey Ross at aross@gsstl.org.