

Family Promise of Greater Des Moines' (FPGD) mission is to mobilize our community to help homeless families achieve stable housing and income through compassionate care, hospitality and professional support. We do this by providing shelter and case management services to homeless families through a network of host and support church congregations in the Des Moines area.

FPGD has an opening for a part-time administrative assistant. Full position description and qualifications are listed below.

To apply please send a resume and cover letter **by July 10, 2020** to Jim Cain at jcain@familypromisedm.org

Position: Administrative Assistant

Hours: 20 hours per week, Monday through Friday during daytime hours

Compensation: Starting wage \$12.50 to \$14.00 per hour based on experience

Benefits: Contribution to a SEP IRA after 3 months of employment; paid sick leave

Job Duties:

1. Administrative Support (70%)

- Perform bookkeeping tasks including running payroll, setting up payroll tax deposits, clearing payroll liabilities, and entering transactions into QuickBooks Desktop, along with preparing deposits and running financial reports.
- Record donations into donor database.
- Assists Executive Director in preparation of grant requests and tracking use of grant funds.
- Maintain and organize stock of office supplies
- Provide backup shelter operation support

2. Communications (20%)

- Assist with donor communications, including appeal and thank you letters
- Assist with electronic newsletters and annual report
- Assist with keeping email marketing database up to date

3. Special Events (5%)

- Coordinate community events materials
- Assist with coordination of event logistics

4. Miscellaneous (5%)

- Take on additional tasks or projects assigned by the Executive Director
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Qualifications:

- Minimum two years related administrative experience; nonprofit experience preferred.
- Experience with QuickBooks Desktop preferred.
- Ability to operate and troubleshoot standard office equipment.

Skills:

- Ability to exercise good judgment and exhibit patience; work as a team member with minimal supervision; and deal professionally and courteously with people both in-person and over the telephone.
- Proficiency required in Internet usage and Microsoft 10 Office Programs. Proficiency with spreadsheets and databases.
- Excellent communication skills required, oral as well as written.
- Strong attention to detail. Ability to multi-task, organize workload, set priorities and meet deadlines.

Demonstrated interest in and commitment to helping families experiencing homelessness is strongly preferred.

Family Promise of Greater Des Moines is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.