



Our Mission

The mission of Whispering Winds Catholic Conference Center is to provide a Christ-centered environment, apart from the everyday world, where all are welcome to increase their knowledge of and commitment to Christ, and join as fellow pilgrims on their journey of faith with God.

Job Title: Administrative Assistant

Organizational Relationship: Reports to Executive Administrator

Department: Administration

Location: Whispering Winds Main Office, San Diego, CA

Position Type: Part Time, Non-exempt (minimal weekends may be required)

Pay Rate: \$17.00 - \$17.50 per hour

Overview:

Works with the Executive Administrator to facilitate the operations of the company in the areas of office administration and development, in keeping with the mission of the company

Qualifications:

This position requires a person who:

- Has the ability to foster effective working relationships with volunteers, donors, staff, and outside contractors
- Demonstrates an enthusiastic attitude and willingness to provide cross-departmental support
- Is detail oriented and able to handle multiple priorities while meeting deadlines
- Has excellent verbal and written communication skills
- Is proficient with all Microsoft Office programs, including Excel and Word Mail Merge; has the ability and willingness to learn proprietary software
- Has a flexible schedule to attend Whispering Winds events

Job Description:

Administration

- Maintain a clean office equipment and supplies for San Diego and Julian offices
- Maintain office environment and coordinate repairs as needed
- Manage conference room schedule and appearance
- Copy, mail, print, mail merge, and create form letters
- Host office guests
- Coordinate lunch for company meetings
- Assist HR with tasks, such as binding the Employee Handbooks, ordering name tags/name plates
- Conduct minor data entry as it pertains to the business department
- Complete special tasks as assigned by Executive Administrator
- Answer main office phones, as necessary, and direct calls or relay messages
- Support Guest Services & Programs departments with maintaining fundraising and event online registration in SchoolAuction.net
- Keep up-to-date on camp program dates, rates and other details

Development

- Assist and coordinate events and fundraisers, including assisting with the preparation of program materials and name tags
- Proofread and process volunteer paperwork
- Nurture a good relationship with donors & volunteers by maintaining records and providing follow-up communications

- Assist in updating donor information in the Bloomerang database
- Follow up on events including expense reports, supplies, evaluations and proper acknowledgement of donors, volunteers, and staff
- Attend planning meetings and events

Miscellaneous

- Normal office environment requiring occasional lifting (up to 20 lbs.), bending, stooping, pushing, pulling, and standing for moderate periods of time
- Minimal travel to Julian/reliable transportation required

Disclaimer:

This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined and other duties, as assigned, might be part of the job. For more information on the organization, please visit whisperingwinds.org.