

# Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

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Gleaning Network • Potato & Produce Project • Harvest of Hope



## Administrative Assistant

**Title:** Administrative Assistant  
**Location:** Big Island, Virginia (Lynchburg/Bedford area)  
**Salary:** \$34,000 per year  
**Hours:** 8:00 AM- 4:00 PM  
**Reports to:** Executive Director  
**Starting date:** Immediately  
**Application Info:** Email résumé and cover letter (Word or PDF) to D'Lynn Burgess, Human Resources Director at [hr@endhunger.org](mailto:hr@endhunger.org)

The Society of St. Andrew, an established faith-based 501(c)(3) nonprofit organization with national reach and a \$4 million annual operating budget, seeks an Administrative Assistant to work closely with Development Assistants and Church Relations Director to print and assemble seasonal devotional orders, Alternative Christmas card orders, bulk mailings, database entry, and answering calls.

### Specific Duties and Responsibilities:

#### General Responsibilities:

1. Order general office supplies, production paper and consumables, etc. as needed.
2. Respond to information and materials requests. Log recipients, dates, and materials sent in DonorPerfect.
3. Respond to materials requests from regional staff and constituents.

#### Financial Responsibilities:

1. Tally daily checks received, give to Development Assistants for data entry.
2. Monitor General-Administration budget spending. Code and provide invoices to Accounting Department for payment. Report spending issues to Executive Director.

#### Mail System Responsibilities:

1. Open mail daily, route to proper recipients.
2. Track costs for mailings.
3. Oversee daily outgoing mail.
4. Coordinate weekly/as needed mailings to regional offices

#### Phone System Responsibilities:

1. Establish phone answering schedule; answer phone as scheduled.
2. Handle out of office messaging for phone system and notification for vendors for regular out of office times and holidays.

**Development Responsibilities:**

1. Package and mail ACC print orders
2. Poll staff for Christmas card numbers
3. Add new ACC donors/update current donors in Excel ACC file
4. Help package and mail ACC orders
5. Print daily thank yous for all gifts received
6. Write and mail IHO/IMO cards
7. Contact ACC donors regarding returned cards; re-address and re-send; update addresses in ACC file

**Production Responsibilities:**

1. Print ACC envelopes for regions and Big Island
2. Print, assemble, package, and mail seasonal resource orders
3. Print, assemble, and prepare bulk mailings and other materials as requested
4. Maintain orderable materials inventory
5. Handle package preparation and mailing as needed

**Program Responsibilities:**

1. Conducting agency quality surveys
2. Data entry
3. Packaging seeds for shipping

**Requirements:**

1. High school diploma or GED
2. Keyboarding proficiency
3. Microsoft Office proficiency (Word, Excel)
4. Attention to detail
5. Willingness and ability to learn new skills and computer programs
6. Pleasant and professional phone manner
7. Ability to lift up to 25 pounds regularly

Other duties may be necessary or assigned from time to time.

**Preferred:**

Two years of college or two years of office work experience

**Benefits:**

After 60 days, this position is eligible for Health, Dental, and Vision Insurance coverage. SoSA pays 80% of individual or family premiums for the lowest cost of several available health care options and provides assistance toward medical expenses through a contribution to a Health Savings Account for the employee. Short- and long-term disability coverage is provided at no cost to the employee.

In January or July after one full year of employment, this position is eligible for 401K enrollment. SoSA puts in 5% of salary and matches up to an additional 4% employee contribution.

Sick leave and vacation accrue from the first day of employment at a rate of 8 hours per month each. There are 12 paid holidays annually.

**Other:**

Successful reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire. Employment with the Society of St. Andrew is at will.

The Society of St. Andrew is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.