



Position Title: Development Administrative Assistant

Supports: Development Department

Position Summary: Assists the Development department with Administrative tasks. This includes but is not limited to: copying, filing, making follow up phone calls. Additionally, assisting in helping with Fundraising Events. As such, a volunteer in this capacity must be friendly, positive, professional, detail-oriented and organized. Training is provided.

Essential Responsibilities:

- Assist Development with administrative tasks within the department.
- Strong communication skills: verbal and writing
- Basic proficiency with Microsoft Office

Requirements:

- Must complete a LiveScan background check, paid by Catholic Charities
- Must complete a brief online training in recognizing and reporting abuse
- Must be able to volunteer 6-10 hours per week

Agency Culture:

Catholic Charities East Bay provides innovative solutions to help people who struggle with poverty and other complex issues. We work with youth, children, and families to promote self-sufficiency, strengthen families and pursue safety and justice. Help is offered through counseling, case management, financial support when facing a housing crisis, and more. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race, ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief.

**Development
Administrative
Assistant**

(Double Click on logo
to edit this area)

**Location:
Oakland**