



US-CHINA CATHOLIC ASSOCIATION

EXECUTIVE ASSISTANT FOR ADMINISTRATION & DEVELOPMENT (FULL-TIME)

Position description & responsibilities

The US-China Catholic Association (USCCA) seeks a full-time Executive Assistant for Administration & Development who will work with the Executive Director on administrative and strategic matters and with the Development Director for fundraising and development.

The USCCA is a small nonprofit that maintains fraternal ties between the Catholic communities in China and the U.S. It hosts conferences, study tours in China, speaking events, educational programs, a newsletter, a website, member services, and mission appeals in parishes across the country.

Duties of the Executive Assistant for Administration & Development include the following:

- Oversee the running of the USCCA office
- Maintain financial records
- Assist in preparing nonprofit tax reports, periodic financial reports, and budgets
- Assist with meeting and travel arrangements
- Provide staff support for development

A detailed list of typical duties required of the Executive Assistant for Administration & Development may be found below (see “Elaboration of Duties”).

This position requires a candidate who is effective, efficient, and detail-oriented; who can operate in a professional business environment; and who has strong computer skills.

Full-time: 30 hours per week during first month, 40 hours per week thereafter.

Position begins: March 2021, or as arranged by the parties.

Location: The USCCA offices are in Berkeley, California.

Remote work: many tasks can be accomplished online or remotely; office presence required two to four times a month during the pandemic; once or twice per week thereafter.

Flexible hours: Insofar as most of the work can be done remotely, hours are extremely flexible.

Key attractions and demands of this position

This position affords the opportunity to work hard with a highly motivated and talented team. Mutual consideration and respect are a must.

Staff devote their time and talent to serving the Church and bridging understanding between people of different cultures.

Professional and personal development. Staff may attend briefings, participate in sponsored book circles, attend sponsored talks and events, and work with partners around the country and around the world.

Desired qualifications

Candidate should have

- interest in and appreciation of the mission of the USCCA;
- high proficiency with computers and technology in general, especially such standard office applications as MS Word, MS Excel, and either Gmail or MS Outlook;
- proficiency with QuickBooks, including payroll and tax reports;
- proficiency working with, creating, and editing PDFs;
- general facility making travel arrangements and managing events.

The above constitute the minimum qualifications for this position. Candidates should evince some or all of the following, and be willing to learn those skills they do not yet possess:

- experience writing for grants;
- experience working with a CRM such as Salesforce (the one we use);
- experience with desktop publishing (InDesign, MS Publisher, etc.);
- experience with direct mail campaigns.

Elaboration of Duties

Administration

- meet regularly with Executive Director (generally twice weekly for at least 30 minutes, on line, by phone, or in person) to review and prioritize work assignments;
- assist the Executive Director in staff and support worker oversight and coordination.

Office oversight

- oversee and facilitate routine office communication (phone, mail, email);
- office upkeep (purchase supplies or arrange services, such as cleaning, as needed);
- purchase office supplies and oversee maintenance of office equipment as needed;
- assist in the digitization of existing hardcopy files;
- other office-related tasks that have been mutually agreed to.

Financial records management and reporting

- process invoices and receipts;
- process contributions, in collaboration with our Membership Coordinator;
- enter transactions and work invoices into our record system (QuickBooks);
- work with the executive director to create nonprofit tax reports, employee tax documents, quarterly and annual financial reports, budgets, and other reports based on the data in our record system;
- other financial management tasks that have been mutually agreed to.

Assist the development director with the following

- apply for grants;
- maintain our donor database;
- create brochures and flyers;
- support various direct mail and other fundraising campaigns.

Logistical support for USCCA programming

- transact offsite business at post office, merchants, bank, printer, or other service providers;
- arrange for printing services needed by the main office or particular programs;
- provide logistical support (lodging, flight arrangements, airport pickups, routine billing, routine management) for keynote speakers and special guests attending our biannual conference;
- handle arrangements for the annual in-person meeting of the Board (such as booking meeting rooms, accommodations, meals, and so forth), and create the relevant information packet;
- other logistical support for USCCA programming as have been mutually agreed to.

Interested applicants

To inquire further, please contact:

Fr. Michael Agliardo

director@uscatholicchina.org

(510) 900-2015

1646 Addison Street, Berkeley, CA 94703

To apply, submit a letter of intent, a brief resume, and two references.