



JOB OPPORTUNITY

Office Assistant

Mission San Juan Capistrano is seeking a professional, organized, and experienced individual in this part-time position. The Office Assistant is responsible for a variety of clerical functions supporting the organization as assigned.

Typical duties may include, but are not necessarily limited to, the following:

- Perform various clerical assignments involving typing, filing, sorting mail, answering and returning calls.
- Assist with implementation of Mission sponsored development or public events, as needed and assigned.
- Manage or assist membership activities for Mission Preservation Society including mailings, processing of membership, running of reports, maintaining data base, and other tasks, as needed and assigned.
- Attend and work Mission sponsored events as needed and assigned.
- Enter and maintain accurate and detailed data into software applications.
- Coordinate and/or participate in preparation of correspondence including large bulk mailings to members or other groups.
- Support and assist with development outreach and stewardship projects such as capital campaigns, membership solicitation, and other revenue generating activities.
- Provide courteous information to vendors, staff, public or volunteers, seeking resolutions and answers to questions and issues.
- Provide support and positive coordination across department lines inline with the overall goals of the Mission.
- Maintain professional respect for and confidentiality concerning Mission records, donors, members, or other sensitive data.
- Perform related duties and responsibilities as required.

Minimum Qualifications:

- Good working knowledge of general office practices and procedures including the use and operation of standard office equipment.
- Excellent working knowledge of computer applications including Outlook, Word, Excel and ability to learn other software programs. Proficiency with mail merges required.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to understand and follow established operating procedures.
- Ability to perform duties in a professional manner and professional work attire.
- Establish and maintain effective working relationships with diverse individuals and groups.
- Ability to exhibit accurate, dependable and reliable work habits and be detailed oriented.
- Knowledge and ability to practice excellent customer service skills.
- One to two years' experience in an office environment. Experience in non-profit highly desired.

Working Conditions

- Working environment includes office setting with occasional work in an outdoor setting on the Mission grounds including exposure to inclement weather.
- Job functions may require maintaining physical condition necessary for sitting for prolonged periods of time; climbing stairs; walking on uneven ground; reaching or kneeling; extensive use of computer keyboard; ability to lift 20 to 25 pounds.
- Schedule includes weekday with occasional evening and weekend flexible shifts.

Application Process: Submit a completed and signed application to the address listed below. Resumes may be included, but not in lieu of a signed application. Applications available at <http://missionsjc.com/about/jobs> or by calling 949-234-1308 or ndavis@missionsjc.com

Mission San Juan Capistrano
Attention: Nancy Davis, HR Director
26801 Ortega Hwy
San Juan Capistrano, CA 92675