## 

## Employment Opportunity

**Administrative & Development Specialist/Office Manager**

**New Haven Office**

**Primary Responsibilities:**

The role of the Administrative & Development Specialist is to provide operational, program, administrative and fund development support to the Executive Director, Board of Directors, and Program Managers of Literacy Volunteers of Greater New Haven. This position will work with a diverse population in a regional non-profit educational organization which provides free literacy services to adults from Greater New Haven, Meriden, Wallingford, and the Valley.

**Functional duties:**

This position encompasses administrative activities, general office management duties, data entry, analysis and reporting, support of both the ESOL and Basic Literacy programs as well as fundraising campaign functions of the agency.

**Position type:**

This is a full-time position, 37.5 hours a week, Monday through Friday, and reports directly to the Executive Director.

**Office Management/administrative duties:**

1. Responsible for opening our Science Park literacy center daily.
2. Respond to telephone, email, or walk in inquiries; arrange appointments as appropriate.
3. Supervise and coordinate volunteers and reception desk staff to assist with administrative and office tasks.
4. Assist ED with Board/grant/office reports and activities.
5. Office duties include copying, filing, keeping files organized, organizing, inventory and ordering of office supplies, maintaining copier, collecting, and processing daily mail.
6. Update signage and communication for the office.
7. Edit/maintain administrative forms.
8. Prepare bank deposits daily or as needed.
9. Update information to website and/or social media in a timely fashion.
10. Assist with promotion of organization programs, develop fliers and brochures.

**Fund development duties:**

1. Assist with all fundraising activities, attending Development Team/Fundraising Committee meetings.
2. Ensure timely and accurate input of Salesforce database and/or other database entries.
3. Runs/prepares reports/statistics for ED/staff/Board as needed.
4. Communicate with Staff, Board, Donors, and others via email/phone/Salesforce, etc.
5. Prepare and share Organization’s annual calendar of events.
6. Coordinate preparation and emailing of 3 times yearly newsletter in coordination with Marketing Team.
7. Assist with coordination of *Hear Our Voices* publication and coordination of “End of Year” Celebration events.
8. Provide staff support for fundraising events.
9. Coordinate attendance for trainings/meetings/events, etc
10. Other duties as requested by Executive Director

**REQUIREMENTS:**

**Bi-lingual abilities highly preferred**. The position requires cultural sensitivity, strong communication, and excellent organization, management, and interpersonal skills. Candidates must be able to work independently and with confidence. Candidate must have proficiency in Windows/MS Office as well as Google and social media applications. Familiarity with database entry a must. Experience in marketing, networking and community building preferred. College degree preferred or 1 - 3 years of related experience. Familiarity with Salesforce database is highly beneficial.

**Benefits**: Healthcare Reimbursement, 12 Paid Holidays, 23 PTO days, Training & Professional Development Opportunities, Option for hybrid work schedule.

**Start Date**: Immediate

**Pay Rate**: *Please indicate your salary expectation in your cover letter.*

Please send cover letter and resume to:

Louis D. Perno, MSW

Executive Director

Literacy Volunteers of Greater New Haven

5 Science Park

New Haven, CT. 06511

Email: [louisperno@lvagnh.org](mailto:louisperno@lvagnh.org)

[www.lvagnh.org](http://www.lvagnh.org)