



Job Description

Job Title: Volunteer Administrative Support (Assistant)

Department: Human Services/Non-profit

Reports To: Director

Location: Remote/Hybrid (Temporarily)

Prepared By: Human Resources

Company Overview:

Divine Services & Foundations, Inc. (DSF, Inc.) is a faith-based non-profit organization designed to provide services and programs to local communities (Maryland and Washington, D.C.) Surrounding domestic violence, mental health, mental awareness, conflict resolution and enrichment programs. Divine Services & Foundations, Inc., was founded in Fort Washington, Maryland in 2022. DSF, Inc. is embarking on an ambitious plan to raise significant endowment, capital, and program funds to build the organizations immediate impact and strengthen its long-term sustainability.

DSF, Inc. is driven to provide prestigious services by the following core values:

- Spiritual Development
- Integrity
- Hospitality
- The Love of People
- Healing & Positive Transformation
- Serving others
- Unity
- Enriching Lives

For more information about Divine Services & Foundations, Inc., please visit our website at: www.dsfunc.org (This website is currently under construction)

Summary:

The Volunteer Administrative Support person (assistant) is responsible for providing support to leadership, employees and volunteers as well as tending to clients, and office visitors. The administrative support person primarily performs clerical duties that assist in the overall productivity and the organization of DSF, Inc. – the volunteer administrative support person is also referred to as assistant, administrative specialists or administrative coordinators.

Essential Duties and Responsibilities:

- Greet and assist office visitors
- Answer phones and route calls to the appropriate recipient
- Oversee various daily office operations such as setting up appointments, manage incoming and outgoing mail, emails and editing documents
- Schedule meetings and interviews
- Generate reports, managing inventory and performing bookkeeping tasks
- Manage electronic and paper filing systems and databases
- Other duties as assigned

Requirements:

- A minimum of 3 years administrative support experience
- Attention to detail
- Excellent written communication skills
- Computer research skills
- Research, planning and management skills
- Data and collection skills
- Organizational skills
- Customer Service
- Interpersonal skill