



Job Description

Job Title: Secretary

Department: Administrative/Office Management/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 case management services to the local community (Southern Maryland) 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.dsfinc.org

Summary:

Working with a fast-paced development team, the Secretary will be responsible for the day-to-day operational implementation, oversight, and development of DSF, INC.'s signature programs in awareness, education and training, leadership, and economic security. In this role, the Secretary will manage teams focus areas to ensure continuous program improvement and efficiencies, accomplish strategic and

management goals, meet revenue targets, conduct data driven assessments, and ensure that programs reflect the latest research and best practices to meet DSF, INC.'s strategic goals.

Essential Duties and Responsibilities:

- Manage calendars, meetings and travel
- Screen and direct phone calls
- Serve as point of contact for the organization
- Manage information flow across the senior leadership team and assist the Director in coordinating regular meetings with the President and senior staff, including the development of meeting agendas, keeping notes, and creating action lists
- Draft both internal and external communication – including emails, meeting minutes, reports, and presentations
- Prepare background information binders for meetings, events and programs
- Prepare expense reports and credit card reconciliation for the President, CFO and COO
- Assist with electronic records and files for the office
- Assist with the ordering and management of supplies, technology inventory and equipment for Office staff
- Support events, conferences, and meetings as needed
- Provide supports and other duties as assigned

Requirements:

- Detail oriented and meticulous about follow up
- Highly skilled in the use of Outlook scheduling and calendar management
- Exceptional verbal and written communication skills
- Proficient in key office technologies, including Outlook, SharePoint, the full Microsoft Office Suite, and Expense Management
- Preference given to candidates who are experienced with Salesforce or other similar CRM systems
- Demonstrated ability to work with diverse constituencies and through many communication vehicles, including email, voice mail, written correspondence, and personal meetings
- Ability to work well in a fast paced and team-based environment
- Demonstrated ability to manage multiple work streams, set priorities, meet deadlines, and work with high degree of accuracy
- Personal attitude that includes being outgoing, entrepreneurial, action-oriented, flexible, and willing to adapt to changing situations while maintaining a good sense of humor.
- Necessary authorizations to work in the United States of America

Qualifications:

- Bachelor's degree or equivalent work experience
- Driven, task & goal oriented
- Strong organizational skills
- Exceptional attention to detail
- Efficient in technology, including web-based programs, social networking, phone systems, and basic office software
- Experienced in email marketing tools preferred

- Experienced in a volunteering in a service-oriented role
- Strong oral and written communication
- Ability to work independently with minimal supervision
- Strong problem-solving skills
- Commitment to DSF, INC.'s Core Values: Spiritual Development, Healing & Positive Transformation, Integrity, Serving People, Hospitality, Unity, The Love of People and Enriching Lives
- Completion of a criminal background check is required