



Administrative Assistant Job Description

MedWish International is a nonprofit organization that saves lives and the environment by repurposing surplus medical supplies and equipment, while providing humanitarian aid to individuals and organizations that administer care to people in need, regardless of religious or political affiliation.

MedWish recently announced our intent to merge with another Cleveland-based nonprofit organization – Medworks. Medworks is dedicated to providing free health clinics, insurance navigation, and connection to essential social safety net services to underserved communities in Northeast Ohio. By combining our efforts, we feel we will be able to amplify our local and global impact, streamline our efforts, and ensure that every dollar donated goes even further with combined administrative costs. We will be finalizing the details in the upcoming months, but hope to complete the merge by June 2024. This position will be integral to supporting the administrative work of both organizations during this process and beyond as a merged entity.

POSITION

Reporting to the Executive Director, the Administrative Assistant (AA) is responsible for providing administrative support for all aspects of advancement/fundraising, administration, and financial activities. The AA will have a dotted line of responsibility to the Director of Development and Business Specialist.

RESPONSIBILITIES: *(The following are not designed to contain or be interpreted as an exhaustive list of all duties or responsibilities required of the employee assigned to this job. Management retains the discretion to add to or change the duties of this position at any time.)*

Advancement Administration

- Process donations and prepare acknowledgement letters and other correspondences.
- Maintain foundation, corporation, and individual donor files.
- Create monthly financial reports, in-kind donation reports, fundraising reports, and other database reports as needed.
- Conduct a month end reconciliation between the donor database and the financial records to ensure accuracy.
- Maintain an accurate donor database, updating regularly/as needed.
- Compile mailing lists for events and appeal letters, in conjunction with the development team.
- Process and acknowledge non-supply related in-kind donations.
- Issue invoices for pledge donations and gifts.
- Issue post event thank you letters and follow up responses.

Financial Administration

- Prepare deposits each week and at month end and take the deposits to the bank.
- Manage all financial files and filing.
- Conduct month end reconciliation between shipping expenses and reimbursements.
- Collect credit card receipts and complete the monthly expense packets for review.

Event and Meeting Coordination

- Assist with organization/maintenance of guest lists, gather and prepare registration materials for special events and meetings, and conduct registration at certain events and meetings.
- Assist in research, setting up meetings, and coordinating vendors on-site for events.
- Set up the conference room for special events and meetings, including making sure it is tidy before and after, arranging for needed food or beverages, setting out materials, coordinating with guests, etc.
- Take the meeting minutes at MedWish staff meetings.
- Prepare general meeting materials as requested.
- Reach out to community businesses to help secure auction items and sponsorships for special events.
- Assist the Development team in maintaining inventory of the event closet and development file cabinets.

General Administration

- Manage the leased printer and contact utility vendors, such as our internet provider, in case of outage or issue.
- Take staff meeting minutes.
- Maintain office supplies and order items as needed.
- Working with the Business Specialist, coordinate staff appreciation efforts such as birthday/anniversary cards and treat, board sponsored lunches, etc.
- Manage the info@medwish.org email account.
- Complete/maintain paperwork for appropriate charitable solicitation.
- Provide scheduling and administrative support to the Executive Director and Director of Development as needed/requested.
- Process inbound and outbound mail and bank deposits.
- Other data entry and processing as assigned.

General MedWish Responsibilities

- Conduct tours as needed and a shift covering the front door.
- Assist with facility maintenance and cleaning needs as requested.
- Exhibit conduct that reflects MedWish's core values.
- Assist with mission critical projects, including preparation for special events, clerical projects, and inventory audit.
- Responsible to conduct the monthly Safety Audit at least once per year.
- Follow MedWish's health and safety protocols and standards, and promote a safe and productive work environment for all staff, volunteers, and visitors.

REQUIREMENTS

- Associate's or bachelor's degree preferred. High School Diploma or GED required.
- A minimum of three years' experience in an administrative position, preferably in a nonprofit organization and/or as part of an advancement/development team.
- Excellent verbal and written communications skills with strong attention to detail.
- Ability to present information effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work both independently and as part of a team
- Ability to work with diverse stakeholder populations

- Strong computer skills (Email, Google Suite, Internet Research, Microsoft Office applications, Database maintenance)
- Must pass a background check and drug screen

PHYSICAL REQUIREMENTS

- Must be able to report to work in-person as this is not a virtual/remote role.
- Must be able to sit, stand, and see on a constant basis
- Must be able to walk, write, and type on a frequent basis
- Must be able to bend, carry, reach, push, and pull on an occasional basis
- Ability to lift up to 40 pounds
- Ability to succeed in a fast-paced, non-traditional work environment
- Ability to work in diverse climates, both hot and cold

JOB TYPE: Hourly, Non-Exempt

SCHEDULE: 36 hours per week | Tuesday-Friday 8am-5pm (onsite) | While rare, some nights and weekends based on special events schedule

To apply, please email your resume, cover letter, and completed [MedWish application](https://www.medwish.org) to kfoster@medwish.org.