



**U.S. Catholic Sisters
Against Human Trafficking**

Ending Slavery Is Everyone's Work

**U.S. Catholic Sisters Against Human Trafficking
Administrative Assistant Job Description**

Job Summary

U.S. Catholic Sisters Against Human Trafficking (USCSAHT), a collaborative, faith-based national network that offers education, supports access to survivor services, and engages in advocacy to eradicate modern-day slavery, is seeking a **part-time Administrative Assistant** to support the Executive Director and the organization in fulfilling its mission. The ideal candidate is an organized, independent worker with excellent written, verbal, and interpersonal skills with experience working for a nonprofit organization including bookkeeping.

Hours: 10-15 hours per week (part time, no benefits)

Location: Hybrid position where some work can be performed from the employee's home and some needs to be done in our Brighton, MI office. Some local travel required.

Salary: \$22/hour

Responsibilities and Duties

- Provide administrative support to the Executive Director
- Help schedule and coordinate organization events
- Accurately process donations and expenses
- Send out notification of receipt of membership dues and welcome letters
- Maintain member database
- Support communications, program, and development activities, as needed
- Attend Board and committee meetings to take minutes
- Other duties as assigned

Qualifications and Skills

Required

- Knowledge of and commitment to USCSAHT mission and values
- High School Diploma or GED
- Excellent written, verbal, and interpersonal communication skills
- Strong problem-solving skills and creativity
- Independent and organized, detail-oriented, able to manage projects and workload with minimal supervision
- Working knowledge of Microsoft Office, Adobe, and Google Drive products
- English language fluency (spoken and written)

US Catholic Sisters Against Human Trafficking is a 501(c)(3) nonprofit organization.

All contributions are tax deductible to the extent allowed by law.

Preferred

- Spanish language proficiency
- Bookkeeping with Quickbooks Online proficiency

Please send cover letter and resume by 12/31/22 to Katie Boller Gosewisch, Executive Director at Katie@SistersAgainstTrafficking.org

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