



Martha's Vineyard Community Services, Inc.  
DMC Administrative Assistant  
Job Description

---

**Job Summary:** Working under the direction of the Senior Director of Administration, the DMC Administrative Assistant is responsible for all administrative functions in support of the DMC team including gift entry and acknowledgment, administrative support for committees and subcommittees, basic website updates, meeting/small donor event coordination, and social media support.

This is a part-time, 30-hour per week non-exempt position, which qualifies for benefits.

### **Job Duties (\*Essential Job Function)**

- Provide general administrative assistance to the Senior Director of Administration and other members of the DMC team. \*
- Enter all donations into MVCS donor management system, and generate appropriate acknowledgements and reporting. \*
- Coordinate regular committee and sub-committee meetings, including Zoom links and meeting minutes. \* I
- Inventory, ordering, and tracking of office supplies and marketing collateral. \*
- Organize and maintain digital files—Google Drive, shared MVCS internal drives, etc.
- Complete basic website updates on a quarterly basis.
- Serve as backup support for the following digital functions:
  - Mailchimp email system
  - Social media posting
  - Handbid auction setup and management
- Work with Senior Director of Administration and Capital Campaign Officer to execute small donor gatherings, and support Director of Media & Events with internal events like Staff Training Day.
- Act as main DMC contact for facilities.
- Process and track Purchase Requests for Senior Director of Administration approval.

### **Qualifications:**

- At least 3 years' experience in a related administrative capacity
- Excellent organizational skills
- Advanced working knowledge of Microsoft Office (Word, Excel, Outlook) and Google Suite
- Proven experience with donor databases and/or customer relationship management systems
- Able to interact with persons of various social, cultural, economic and educational

backgrounds

- Ability to self-manage workload volumes and changing priorities in a team-spirited environment with a strong results-oriented focus
- Excellent communication skills including writing, editing and proofreading
- Willing to comply with the Association of Fundraising Professionals (AFP) Donor Bill of Rights and Code of Ethical Principles and Standards; maintain confidentiality
- Available to work occasionally outside regular business hours

This statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.