



Job Title: Clerical Assistant

Location: St. Vincent de Paul Orlando – Administrative Office

Reports To: Executive Director

FLSA Status: Non-Exempt | Part-Time

Position Summary:

The Clerical Assistant/Secretary provides vital administrative support to ensure the smooth and efficient operation of the St. Vincent de Paul Orlando office. This position is responsible for general office tasks, scheduling, correspondence, and record-keeping. The ideal candidate is organized, professional, detail-oriented, and passionate about supporting the mission of helping neighbors in need.

Key Responsibilities:

- Greet visitors and answer incoming calls in a courteous and professional manner
 - Perform general clerical duties including data entry, filing, scanning, and photocopying
 - Draft and proofread letters, memos, emails, and reports
 - Schedule meetings, appointments, and maintain calendars for leadership staff
 - Assist with the preparation of reports, mailings, and donor communications
 - Maintain and update electronic and paper files in accordance with organizational procedures
 - Process incoming and outgoing mail and deliveries
 - Track inventory and order office supplies as needed
 - Support event logistics and meeting coordination as assigned
 - Handle confidential information with integrity and discretion
 - Perform other duties as assigned in support of daily operations
-

Qualifications:

- High school diploma or equivalent required; Associate's degree preferred
 - Minimum 2 years of clerical, administrative, or secretarial experience
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
 - Strong written and verbal communication skills
 - Exceptional attention to detail and organizational skills
 - Ability to multitask and meet deadlines in a fast-paced environment
 - Professional demeanor and a positive, team-oriented attitude
 - Commitment to the mission and values of St. Vincent de Paul Orlando
-

Working Conditions:

- Typical office environment with occasional lifting (up to 20 lbs)
 - May require occasional evenings or weekends for events or special projects
-

To Apply:

Submit your resume and cover letter to svdporlando770@gmail.com