

Office Clerk

The Office Clerk participates in the efficient administration of Servant Partners by providing administrative support. The position is supervised by the Office Coordinator.

Classification: Administrative hourly

FLSA: Non-exempt

Qualifications: Able to appropriately prioritize tasks and complete them; take direction well; be accurate and efficient in all work; maintain hospitable atmosphere in office; and provide a personable, professional response in a wide variety of situations. Must have a valid driver's license and provide reliable transportation. No experience necessary.

Tasks and Responsibilities

- 1) Help with mailings
 - a) Prepare and mail donation receipts
 - b) Prepare and mail year-end giving summaries
 - c) Transport mailings to post office
 - d) Collect incoming mail

- 2) Help with general administration of Servant Partner office
 - a) Assist with filing and records maintenance
 - b) Assist with deposit preparation
 - c) Make bank deposits

- 3) Help maintain hospitable office space for staff and visitors
 - a) Provide general housekeeping services for the Servant Partners office
 - b) Organize supplies and records as needed to ensure an open, clean work space
 - c) Other duties as assigned by the Office Coordinator, Office Assistant, and General Director(s)

Location

The position is a domestic assignment on U.S. payroll at the Pomona, California office.

Duration of Responsibilities

The role is part-time, 2.5 hours per day, 3 days per week, for a total of 7.5 hours per week. Schedule can be flexible, but must fall within regular business hours and be coordinated with the schedules of the other office staff. Anticipated start date of October 1, 2024.

Any offer is conditional upon the satisfactory completion of a criminal background check. Employment is at-will.

Work Environment and Physical Requirements

The position works in an urban office environment. Office space is provided. It is required to travel locally within the city. Must be able to safely lift 45 pounds.

Compensation

Beginning at \$16/hour. Sick leave and/or paid time off is offered pursuant to state and/or local law, depending on work location.

How to Apply

Please contact Servant Partners at hire@servantpartners.org for an application.