



JVC Northwest Job Announcement Advancement Assistant

JESUIT VOLUNTEER CORPS (JVC) NORTHWEST is hiring a part-time, 20 hours per week, Administrative Assistant to the Director of Advancement. Based in Milwaukie, OR, in the Portland Metro Area, the Advancement Assistant is responsible for supporting the Director of Advancement in the creation of a financially sustainable future for JVC Northwest. Responsibilities include donation processing and mailing of thank you letters; management of communications between the Director of Advancement and supporters of JVC Northwest; and, coordination of donor meetings and out of state travel. JVC Northwest is seeking a person with excellent organizational skills and attention to detail, with the ability to work independently as well as in a collaborative and team oriented environment. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality.

The ideal candidate will have at least one year of experience working in an office setting, and experience with development or alumni/donor relations is a significant plus. Former Jesuit Volunteers or National Service Members preferred. Proficiency in Microsoft Word, Excel, Outlook, and database software is required. The Advancement Assistant is employed at will. Successful clearance of pre-employment reference checks and criminal history background checks required for final hire.

Equity at JVC Northwest: JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, veteran status, and political affiliation.

To apply, email JVC Northwest at info@jvcnorthwest.org with “**Advancement Assistant**” in the subject line for job description and application information. We will begin reviewing applications on June 7, 2017 and will accept applications on a rolling basis thereafter.



*JVC Northwest has been named by Oregon Business Magazine as one of Oregon's **100 Best Nonprofit Companies to Work for** (2009-2016) and **100 Best Green Companies** (2010-2017).*