

Job Opening

Office Coordinator – Part Time

Missionary Oblates of Mary Immaculate - Justice, Peace and Integrity of Creation Office is seeking a part-time Office Coordinator. The Office Coordinator will provide administrative and coordination tasks for a small office; Assist with faith consistent investment and engagement ministry, office communications, and other projects. Effective written communication skills and a strong understanding of financial and bookkeeping transactions are a must.

Job Time: Part – Time (20 hours per week)

Location: Washington DC

Essential Job Function

- Assist in preparing and filing of corporate resolutions.
- Maintain records of corporate engagement actions
- Process checks, invoices and manage office bill payments
- Prepare financial reports as requested by the director
- Participate in staff meeting and record meeting minutes.
- Provide assistance with newsletter production
- Other administrative and clerical duties as assigned

Qualifications

- Associates degree required
- Strong understanding of financial and bookkeeping transactions.
- Excellent written communications and administrative skills
- Research skills preferred
- Ability to work well in a team and independently.
- Proficient in Microsoft Office 365, Excel, and Power Point
- Ability to prioritize multiple tasks and manage work load efficiently
- Administrative office experience preferred

Please send your resume to: jplic@omiusa.org