



COMPASSION CONNECT

Jesus · Freedom · Love · Unity · Service · Excellence · Innovation

uniting to serve

Compassion Connect Office Assistant

Compassion Connect is seeking a volunteer office assistant to help with basic bookkeeping, data entry, responding to phone calls, and filing. The hours are flexible but we are hoping for a minimum commitment of 4 hours a week. The Office Assistant will be expected to come by the office once a week to pick up materials and do some a few in-office tasks, but can do much of the work remotely after that. Experience in data entry is preferred but onsite training is available for those who need it.

Title: Office Assistant

Department(s): Main Office, Portland, OR

Reports to: Office Coordinator

Time expectation: 4-5 hours/week

Key Responsibilities:

- Bookkeeping:
 - Data Entry: Once a week, enter all received donations into our database
 - Accounts Payable: Once a week, process invoices and complete payments
- Communication: Compassion Connect has a Google Voice number that we often let ring to Voicemail. On occasion, return calls and answer basic questions/re-direct them to the appropriate resource
- Database Management: Import or export data as needed from our CRM database
- Assorted general office duties: As needed, assist with filing paperwork or other help in the office

Desired Skills and Experience

- Passionate and aligned with the organization's values
- Thorough and accurate data entry skills
- Willing to answer/return phone calls
- Experience with Quickbooks Online is a bonus

Perks

- Gain experience working for a dynamic, growing nonprofit that is making a huge impact in Portland, Arizona, Tacoma, and beyond
- Learn or practice office and bookkeeping skills while making a difference
- Relaxed office atmosphere where you will be encouraged and challenged
- If desired/applicable, we are happy to offer internship or community service hours