

US-CHINA CATHOLIC ASSOCIATION



POSITION: CLERICAL & OFFICE STAFF (FLEXIBLE, PART-TIME)

Position description & responsibilities

The US-China Catholic Association (USCCA) is a small nonprofit that maintains fraternal ties between the Catholic communities of China and the U.S. It hosts conferences, study tours in China, speaking events, educational programs, a newsletter, a website, campus activities, and engagement with U.S. parishes. Visit www.uscatholicchina.org.

The USCCA seeks a part-time office staff person. The candidate will partner with the Executive Director to support all team members (volunteers and paid staff) and the routine functioning of the organization. Simple financial bookkeeping, data entry, and the digitization of files and records will occupy a consider part of the candidate's time. Much of the work can be done remotely.

The candidate should be efficient, organized, and detail-oriented, and have strong computer skills. As with all administrative positions, good people skills, a sense of mission, and a sense of humor will come in handy.

A detailed list of typical duties may be found below (see "Elaboration of Duties").

Time commitment: 10 to 15 hours per week.

Hours are flexible, insofar as most of the work can be done remotely.

Location: USCCA offices (Berkeley, California) *and* **remote work from home.**

Presence at the office required once a week or so, to be arranged.

Compensation: \$25 to \$35 / hour or more, depending on experience and qualifications.

Position begins: January 2023, or as arranged by the parties.

Desired qualifications

Candidate should have

- interest in and appreciation of the mission of the USCCA;
- proficiency with such standard office applications as MS Word, MS Excel, and either Gmail or MS Outlook;
- experience with QuickBooks or willingness to learn;
- experience with Salesforce (our CRM) or willingness to learn;
- facility with online file-sharing systems;
- facility working with, creating, and editing PDFs;

Elaboration of Duties

Administration

- meet weekly or semi-weekly with Executive Director to review and prioritize work assignments;
- oversee office and grounds maintenance services (such as gardening, plumbing, painting, and the like);
- other administrative tasks that have been mutually agreed to.

Elaboration of Duties (cont.)

Office & clerical

- collect mail, and when necessary, scan and forward to relevant parties;
- assist in the digitization / scanning of existing hardcopy and historical files;
- assist with routine office upkeep (light cleaning and so forth);
- help assemble mailings (once or twice a year);
- work with event registration information, donor information, and other constituency-related information, and integrate same into our online database, Salesforce;
- print and send occasional hard-copy correspondence on behalf of staff;
- other office-related tasks that have been mutually agreed to.

Financial records management

- digitize / scan (as needed) and electronically file invoices and receipts;
- enter transactions into our record system (QuickBooks);
- reconcile transactions monthly (QuickBooks, records in Salesforce, and various bank statements);
- other financial management tasks that have been mutually agreed to.

Also desirable but not necessary:

- oversee payroll using QuickBooks;
- oversee preparation of annual nonprofit income report statement to IRS and State of California;
- produce periodic reports based on our data in QuickBooks.

Logistical support for USCCA programming

- arrange for printing services needed by the main office or particular programs, or print onsite;
- transact occasional business offsite at post office, merchants, bank, or other local service providers;
- look into travel arrangements, hotels, meal options, and the like for guests and staff;
- other logistical support for USCCA programming as have been mutually agreed to.

Key attractions of this position

This position affords the opportunity to work with a highly motivated and talented team. Staff devote their time and talent to serving the Church and bridging understanding between people of different cultures.

The position affords opportunities for personal learning and growth. Staff may attend briefings, participate in sponsored book circles, attend sponsored talks and events, and work with partners around the country and around the world.

In terms of time arrangements, the position also allows for considerable flexibility.

Interested applicants

To inquire further, please contact:

Fr. Michael Agliardo

director@uscatholicchina.org

(510) 900-2015.

To apply, submit a letter of interest, a brief resume, and two references.