



Service. Healing. Transformation.

About the Organization

One World Surgery (OWS) is a global nonprofit organization with the vision of a world committed to safe, timely and accessible surgical and primary care. One World Surgery's three cornerstone programs include operating global medical centers with our Dominican and Honduran teammates, leading medical missions, and supporting local medical communities through education and training. OWS funds and operates the world-class Holy Family Surgery Center in Honduras and the Saint Mother Teresa Medical Center in the Dominican Republic. Our mission is equally focused on providing access to medical care globally and igniting the spirit of service. We are dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses and others contribute to making a positive impact on global health.

At One World Surgery, our teammates are passionate about our mission; the work we do and the people we serve energize us. Our values guide how we perform our work, and they shape our organizational culture. We embrace a growth mindset, constantly learning and sharing knowledge (*Education*). We are committed to achieving ever-higher standards and impactful results (*Excellence*). We promote accountability and reliability, both personally and collectively (*Responsibility*). We seek opportunities to serve others (*Spirit of Service*) and treat others and ourselves with dignity, respect, and grace (*Compassion*). We foster a sense of community with our volunteers, partners, donors, and patients, valuing different perspectives and cultures (*Community*).

Position Summary:

The Administrative Assistant plays a key role in maintaining the integrity of donor data, processing gifts, and supporting donor stewardship efforts. The Administrative Assistant also provides general administration support for the organization including managing mail, inboxes, and phone lines; processing documents; and assisting with human resources functions. This position is responsible for accurate gift entry, prompt and personalized acknowledgements (both digital and physical), and coordination across multiple systems and departments to ensure reliable and timely information. The ideal candidate has excellent customer service skills and is highly detail-oriented, organized, and experienced with data entry.

Reports to: Database and Analytics Manager

Key Responsibilities:

Data Entry and Gift Acknowledgement (50%)

- Enter donations received from multiple platforms including checks, ProPay, Regpack, Empowered/Stripe, GiveSmart, Auction Harmony, Benevity, and payroll deductions into the donor database
- Conduct remote check deposits and approve electronic payments.
- Generate and send donor acknowledgements (digital and physical) for all types of donations
- Export and distribute donation reports to development team members for review; incorporate feedback and submit finalized reports to the Finance team

- Import event attendees and donation data from platforms like Regpack, GiveSmart, and Auction Harmony into Little Green Light (LGL)
- Maintain and update donor and constituent records in LGL, including addresses, account details, and returned mail updates
- Perform other data entry or database-related tasks as assigned by the Database Manage

Document Authentication (25%)

- Print medical provider credentials and translations
- Complete attestation forms
- Obtain notarization of attestation forms and associated documents
- Visit Secretary of State Office in person, complete apostille applications for all relevant documents, and obtain apostilles for documents
- Send apostilled documents to legal office in the Dominican Republic
- Confirm receipt of documents with legal office in the Dominican Republic

Communication (15%)

- Receive and manage physical mail and distribute to appropriate recipients
- Manage the “admin” and “info” email inboxes, forwarding and responding to inquiries, as needed
- Respond to calls and voicemails to main phone number and forward calls to appropriate teammate, as needed

Human Resources Support (10%)

- Create application forms
- Post open positions on job sites
- Assist with scheduling of candidate interviews and new hire onboarding meetings
- Submit and monitor background check requests
- Maintain teammate contact list
- Send welcome, birthday, anniversary and other gifts on behalf of the organization
- Provide logistical support for meetings and events

Other administrative duties, as assigned.

Required Qualifications:

- At least 2 years of administrative experience required, previous data entry experience highly preferred
- Meticulous attention to detail and strong organizational and time management skills
- Excellent communication and customer service skills
- Strong technology skills including experience with the Microsoft Office Suite and the ability to quickly learn new applications
- Comfortable working across teams and managing multiple workflows and deadlines
- Reliable personal transportation and willingness to travel to the Secretary of State Office in Montgomery, AL 1-2 times per month

Preferred Qualifications:

- Previous nonprofit experience
- Familiarity with donor platforms such as ProPay, Stripe, Regpack, GiveSmart, Empowered, Benevity, and Auction Harmony.

- Proficiency with CRM systems

Location: This is a hybrid position. Candidates are required to work out of the office of our corporate partner, SCA Health, in Homewood, Alabama at least 2 days per week. Candidates will also be required to travel to the Secretary of State Office in Montgomery, AL 1-2 times per month.

Status: This is an hourly, part-time role with an average of 15-20 hours per week.

To Apply: <https://airtable.com/appjhbAKVWS1li5Qx/shrdTppJmM2IArTIA>