



Service. Healing. Transformation.

Part-Time Administrative Assistant (United States)

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 part-time 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; supporting major organizational virtual and in person meetings; 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 and Analytics Manager

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
- Update One World Surgery SharePoint homepage
- Draft annual organizational calendar in collaboration with Director of Administration and Executive Assistant to CEO and keep it updated throughout the year
- Manage Outlook invites for major internal meetings
- Support Director of Administration with drafting PowerPoint decks
- Present slides during major internal virtual meetings
- Compile and distribute the weekly update communication (Team Pulse) through Constant Contact

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
- Submit and monitor leave requests
- Track key metrics for human resources
- Maintain US teammate contact list and ensure teams in Honduras and DR maintain contact lists up to date
- Send welcome, birthday, anniversary and other gifts on behalf of the organization
- Provide administrative and 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 part-time, hybrid position. Candidates are required to work on-site at the office of our corporate partner, SCA Health, in Homewood, Alabama, on Tuesday and Thursday mornings. All remaining hours may be worked remotely. 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 at 20 hours per week.

One World Surgery is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. One World Surgery is committed to providing reasonable accommodations, as required by law.

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