



## **Administrative Assistant Position**

### **About Zebra Crossings:**

Zebra Crossings is Dover, NH based nonprofit organization that offers empowerment programs for youth and teens with chronic medical conditions. Whether it is a week-long camp or weekend activities, care is always provided by trained medical staff. We aim to lessen the burden of chronic medical conditions by connecting kids through play and giving respite for caregivers. Zebra Crossings is a fun, safe place where kids just get to be kids.

### **Position Overview:**

The Administrative Assistant primary responsibility is to provide administrative support for all functions of the organization: program, fundraising, finance, staffing. A successful Administrative Assistant is highly organized and has a versatile skill set to support a variety of administrative functions.

This is a part-time, 15 hour per week position (4-5 mornings per week). Occasional weekend and evening hours required to assist with events or meetings. This is a new position funded through the end of 2020 and will be reviewed for 2021.

### **Responsibilities** include, but are not limited to:

- Process and organize participant registrations, forms, payments
- Process and organize staff and volunteer hiring forms
- Assist with mailings for marketing and fund drives
- Maintain donor management database – Little Green Light – training provided
- Assist with grant writing and reporting
- Establish and maintains general business e- and paper filing systems
- Relate congenially and professionally with all key constituents of the organization, including clients and their family members; staff; board and other organizational volunteers; donors; referral sources; and organizational partners
- All other duties to support the staff team as assigned

### **Education & Related Work Experience:**

- High school diploma
- Minimum of one-year administrative experience or some college experience with demonstrated project/task management skills
- Strong organizational skills with an ability to handle multiple and diverse tasks
- Competent with Microsoft Office products and skills/experience with a variety of technology tools and platforms preferred
- Detail oriented, take initiative and enjoy being involved in a variety of tasks as part of a three-person team
- Warm, professional, collaborative, and flexible in nature
- Proficient communication skills—interpersonal, verbal, and written.

**Work Environment / Physical Requirements:**

- Routine office environment
- Ability to work at a keyboard for extended periods of time
- Able to lift/maneuver up to 20 pounds on occasion
- Occasional night / weekend work required
- Must have own transportation, a valid driver's license, and adequate insurance

**How to Apply:**

Please send cover letter, resume, and contact info for three references by February 3, 2020 to: Astrid Wielens, Executive Director. Email: [astrid@zebra-crossings.org](mailto:astrid@zebra-crossings.org). Applications without cover letters will not be considered.

**Salary range:** \$12-15 per hour.

**Job Location:** Dover, NH