

## Virtual Administrative Assistant

Seeking individual to support growing Arlington based non-profit, specifically to:

Respond to emails, enter data, and send acknowledgements,

Schedule meetings, create and maintain electronic and paper filing system;

Format and send out monthly newsletter using Mailchimp.

Provide additional administrative and some outreach support to Executive Director and board members as needed.

Requirements:

Candidate should be well-organized, detail oriented, flexible individual with competence in: Microsoft Office Suite, Google platform, Mailchimp, social media platforms and scheduling tools.

Experience with CRM or other databases strongly desired; must be willing to get up to speed quickly on non-profit's CRM.

Position is "virtual," but candidate should be available to meet with Executive Director in Arlington area up to twice a month.

Opportunity to work flexible schedule (20-25 hours/month) from home and to work with dedicated and enthusiastic Executive Director, board members, and volunteers of vibrant and growing non-profit.

Please send resume to: [mmaynard@knitwell.org](mailto:mmaynard@knitwell.org)