

Administrative Assistant

Opportunity to support growing DC-area non-profit that offers a proven wellness tool to help people cope with stressful situations in hospital and community settings. Project Knitwell volunteers provide knitting instruction and quality materials in an effort to foster wellness, comfort, and community among those we serve.

Seeking individual to:

- Respond to emails, enter data, conduct mailings, 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 and special projects 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 a CRM system is required. Experience with NEON CRM strongly desired; must be willing to get up to speed quickly on nonprofit's CRM.
- Previous experience with a volunteer-based organization helpful.
- 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/remotely and to work with dedicated and enthusiastic Executive Director, board members, and volunteers of vibrant non-profit.

\$14-17/hour based on experience. This is a 1099 position.

Please send resume to mmaynard@knitwell.org by May 31, 2019.