



Generation Citizen

Part-Time Administrative Assistant (Providence, RI) Job Description

Position Overview:

The Generation Citizen Part-Time Administrative Assistant will support the operations of the Rhode Island site that allow Generation Citizen to maintain effective administrative management across the site. Primary role will be to help maintain the site's financial, data and communication systems and platforms. The position will report directly to the Rhode Island Executive Director.

Specific job responsibilities will include:

Records Systems

- Assist in the maintenance of donor database system, Salesforce, to maintain accurate and up-to-date financial and contact records.
- Assist in the development of financial reports and required documentation for funders.

Events

- Assist in the planning and implementation of site events, including promotion and invitation list management.

Communication

- Support the donor acknowledgment process, including drafting and sending letters.
- Support the organizational newsletter as well as maintaining listserv, Mailchimp.

General Office

- Inventory and order office supplies and program materials.
- Assist with office equipment such as printing, phone systems, copiers and basic technical assistance.

Qualifications

- Strong attention to detail
- Strong time management skills and efficient in organizing and managing diverse tasks, activities, and projects
- Experience using WordPress, Salesforce, and Mailchimp strongly preferred
- Command of Microsoft Office and Google Drive systems

Salary, Hours and Terms

This is a part-time role based in Providence, Rhode Island and available immediately. The position is expected to work two to three days a week for approximately 12-16 hours per week. The compensation is \$15 per hour and the position is available as soon as possible.

To Apply

Applicants will be interviewed on a rolling basis and decisions will be made as soon as appropriate candidates are identified. We encourage applicants to submit their applications early. Qualified candidates should send a resume, cover letter, and a list of 2 references to Jobs@GenerationCitizen.org. Please include "RI Part-Time Administrative Assistant" in your email subject line followed by your name. Applications without a cover letter will not be considered. No telephone inquiries, please.

Generation Citizen is an equal opportunity, affirmative action employer. Candidates who reflect the diversity of the Rhode Island community are strongly encouraged to apply.