



Generation Citizen
Part-Time Administrative Assistant (New York, NY)
Job Description

Position Overview:

The Part-Time Administrative Assistant will support the operations of Generation Citizen's New York City region that allow the site to maintain effective administrative and programmatic operations. The role will primarily be responsible for helping to maintain the site's financial and data systems, as well as maintain content in the organization's communication platforms. The position will report directly to the New York City Executive Director.

Specific job responsibilities will include:

- Assisting in maintaining accurate financial and contact records in the site's donor database system
- Supporting the Executive Director and Development Manager in preparing required financial reports and documentation for institutional and individual donors
- Assisting in planning and executing all facets of site programmatic and fundraising events
- Maintaining the site's external communications using social media and contact management systems
- Maintaining site inventory and organizing all office and program materials
- Supporting the Executive Director with administrative tasks
- Performing other assigned administrative tasks

Qualifications

- Prior administrative experience preferred
- Strong attention to detail and organizational skills
- Strong oral and written communication skills
- Strong time management skills and efficient in organizing and managing diverse tasks, activities, and projects
- Proficient in using Wordpress, Salesforce, and Mailchimp required
- Proficient with Microsoft Office and Google Drive systems
- Proficient in social media management

Salary, Hours and Terms

This is a part-time role based in New York City available immediately. The position is expected to work four days a week for approximately 16-20 hours per week. The compensation is \$15 per hour.

To Apply

Applicants will be interviewed on a rolling basis and decisions will be made as soon as a candidate is identified. We encourage applicants to submit their applications early. **Qualified**



candidates should send a resume, cover letter, and a list of 3 references to Jobs@GenerationCitizen.org by Friday, March 8, 2019. Please include “NYC 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 New York City community are strongly encouraged to apply.