

## **Administrative Assistant Job Description (April 2017)**

Hardy Girls Healthy Women (HGHW) is a statewide nonprofit with the mission of taking girls seriously and putting the power in their hands to challenge a society that ignores their brilliance. We dare adult allies to join us in standing with girls. Our vision is girls causing a ruckus. Started in 2000, Hardy Girls, a research-based organization, is headquartered in Waterville with programming around the state.



Hardy Girls seeks a part-time Administrative Assistant to assist in the Waterville headquarters to ensure the office is running smoothly. The successful candidate will understand the realities of working in a small organization where every job is hands-on. The position is hourly; with some evening and weekend work required. The position reports to the President.

### **Responsibilities**

- Communications - Assist with the creation of monthly e-newsletters, social media presence and respond to general inquiries from the community
- Development - Manage donor solicitation letters, donor acknowledgement letters, seasonal mailings, special event sponsorship requests, coordinate fall fundraising event and store orders
- Programming - In collaboration with the Program Coordinator, assist with scheduling, special events logistics, registrations and supplies
- Coordinate and manage office volunteer/intern
- Work cooperatively with the President, Board, staff and volunteers to create a community understanding of the work and role of HGHW.
- Work cooperatively with the President, Board, staff and volunteers to ensure timely and effective grant submissions, reporting and management

### **Knowledge, Skill and Abilities Desired**

- 3+ years experience with Microsoft Office, Google Drive and donor management software (CMS, CRM), and/or general comfort with learning new technology.
- Strong written skills with the ability to effectively communicate with the Board of Directors, community leaders, individuals, donors and sponsors as well as the general public.
- Integrity, professionalism, diplomacy, flexibility, teamwork, confidentiality, creativity, planning, organization and a sense of humor.
- Interest in women's issues in Maine, feminism research, and strength-based programs is preferred.
- Ability to work independently, demonstrated aptitude in self-directed performance and

communication.

- Ability to adapt and grow with the position as the organization changes.

**Additional Information**

- Position based in Waterville.
- Estimated 20 hours per week with flexibility around special events and busier seasons.
- Estimated start date: June, 2017.

Please submit a cover letter and resume to [jobs@hghw.org](mailto:jobs@hghw.org) with “Administrative Assistant” in the subject line by May 19, 2017. No calls please.