

Early Pregnancy Loss Association - Administrative Assistant

The Administrative Assistant oversees and completes the office/administrative duties of the organization. The Administrative Assistant will work with board members and volunteers to maintain and coordinate records and organizational documents pertaining to the work of EPLA.

The Administrative Assistant will report to the Board of Directors through the President of the Board.

Position Description:

- Part-time, 5-10 hours per week
- On-site required, office hours expected
- Flexible daytime hours to be agreed upon with the board of directors
- Some additional evening and weekend hours for events and fundraisers when applicable to be paid at hourly rate.
- Hourly
- \$15/per hour

Responsibilities:

Carry out administrative clerical duties. Duties include but are not limited to the following:

Support Service Delivery

- Develop office procedures for easy access for volunteers and clients
- Mail & deliver EPLA resources such as Miscarriage Care Kits, education packets, and event resources
- Order Miscarriage Care Kit Supplies
- Support miscarriage care kit assembly and distribution

Maintain Records

- Develop necessary filing and record keeping systems
- Maintain records of services
 - Miscarriage Care Kits
 - Educational Resource Folders
 - Medical Bill Payments
- Manage & Update Institutional Binders
 - Executive Committee Meetings (file minutes & agendas)
 - Project binders
- Maintain contact lists
 - Customer relationship management database
 - Maintain Executive Committee Term List
- Manage financial records
 - income received (donations, fundraisers, grants)
 - Complete deposit forms & make deposits
 - Expenses (including reimbursement forms)
 - Communicate monthly organizational income and expenses to bookkeeper

Support Communication with Clients, Donors, and Volunteers

- Assist with communication
 - Answer phone and emails
 - Assist with social media
 - Correspond with donors and volunteers
 - Email quarterly newsletter
 - Print and mail year-end Friends and Family Campaign letters
 - Maintain official calendar
 - Maintain mail correspondance

Assist with General Operations

- Assist with meeting preparation
 - Provide necessary reports as requested
 - Coordinate & print agenda and minutes
- Order Office Supplies
- Oversee office volunteers
- Complete other duties as assigned

Qualifications:

The Administrative assistant must demonstrate effective oral and written communication skills. They must be very organized and pay careful attention to details. Office experience is not necessary, but must demonstrate the ability to learn new skills and adapt when necessary.

- Computer literacy must include proficiency in
 - Word processor software/typing
 - Spreadsheets
 - Email
 - Printing & copying
 - Online shopping
- Experience in the following areas is preferred but not required
 - Customer Relationship Management data entry
 - Social media content creation
 - Online meeting platforms

Personal Characteristics:

The administrative assistant must be committed to the vision of the Early Pregnancy Loss Association that no family suffers miscarriage alone.

Dependability, honesty, kindness, and integrity are essential characteristics for the Administrative Assistant as EPLA seeks to affirm life, bear burdens, encourage community, grieve together, and love people.