Overview

Sharp Again Naturally (SAN), a non-profit organization based in Westchester County, NY, is seeking a qualified individual to assist with Administrative activities. The organization’s mission is to offer support and resources to help prevent and reverse memory loss and empower individuals to take charge of their cognitive health and general wellbeing.

This position will provide exposure to a broad range of activities supporting the day-to-day operations of the organization, as well as other responsibilities as time allows.

Reporting to the President and Executive Director, the ideal candidate will be a responsible self-starter, highly accurate, results-oriented and capable of juggling multiple projects concurrently. While administrative responsibilities will be the primary focus of the position, there will be ample opportunities to assist in other facets of the organization’s work.

Most activities will take place during normal business hours, however some flexibility is required to assist with time sensitive projects that may arise on evenings or weekends. Although work will be conducted from a home office, residing in or near Westchester County, NY is preferred.

Administrative Responsibilities – General administrative activities including but not limited to:

- Mail, email, phone, correspondence, board minutes
- Maintain digital files and calendar
- Assist with website updates and ensure content is current
- Maintain donor management system and create reports
- Year-end and other targeted giving campaigns
- Assist in creation and posting of social media
- Layout of and coordination of content for monthly eblasts in Mailchimp; maintain contact lists
- Liaise with local colleges for SAN internships

Presentations and Events

- Assist in planning of annual fundraising event and smaller events throughout the year: help with set-up, coordinate attendees, assist in creation of event materials, take photos

Newsletters

- Collect and manage content for twice-yearly newsletters
- Build eblast version in Mailchimp; Coordinate printing
- Assist in soliciting/collecting ads, and track payments

Technical Proficiency

- Mac or PC: Word, Excel, PowerPoint skills required
- Experience utilizing email platforms such as Mailchimp required
- Experience with donor management software (Little Green Light) is preferred but not mandatory
- Experience posting to Facebook and LinkedIn
- WordPress experience a plus

Position is part-time, 10-15 hours per week. Salary $20 per hour, negotiable. Please forward resume and cover letter to: Susan Lynne, Executive Director
susan.lynne@sharpagain.org

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