

Position Opening: Part-time Administrative Assistant

Schedule: 8:30 AM to 1 PM, Monday – Friday; Daily in-person requirement; remote work is not possible at this time

Location: 14-02 124th Street, College Point, NY 11356

Hourly rate of \$20 per hour with potential for growth

Organization Description

The Bridge to Life is a 501-C3 non-profit in the state of New York. Our mission is to provide life-affirming options to anyone experiencing an unplanned pregnancy, empowering them to choose life for their child and to provide practical support and education to parents and families. We support thousands of families across the New York City with our material assistance distribution program – one of the largest in the city – and by referring clients to social services within our network of community partners. Our vision is to build a culture of life in our community, one in which all life is valued and cherished. We are funded by the generosity and support of individuals, churches, and businesses. Bridge is governed by a Board of Directors committed to affirming life in our community.

Job Requirements

- Answer phones, check messages, mail, and emails daily and provide accurate and timely responses
- Maintain office supply and equipment inventory
- Provide non-judgmental, compassionate phone and/or on-site, fact-based advice for clients and potential clients. Training will be provided.
- Correspond professionally with social workers, clients, donors, volunteers, and other members of the staff and community; provide relevant stakeholders with necessary documents, referrals, and support
- Update Customer Relationship Management (CRM) database including tracking donations, running mail merges, running reports, tracking special events, campaigns, and volunteer hours. Training is provided, but prior experience with a CRM is preferred.
- Track monetary donations and print and mail donor acknowledgements daily using CRM database
- Maintain update donor and client records using CRM and Excel
- Support logistics planning of special events and fundraisers
- Maintain a clean and organized office and center: light vacuuming, taking out trash, stocking bathrooms, etc.

- Other duties and special projects as assigned by the Executive Director and members of the Board
- Proficiency in both Google and Microsoft applications (Google Drive, Gmail, Outlook, Word, Excel, PowerPoint)
- Fluency in both written and spoken English is required.
- Manage social media strategy across Facebook and Instagram including writing captions, basic graphic design, and re-sharing relevant content

Preferred Qualifications:

- Spanish language skills
- Experience with CRM databases
- Ability to lift and move donations and supplies to support volunteers
- A strong writer and communicator, preferably with experience in donor communications (i.e. drafting thank you letters)
- Prior experience working on large events and/or fundraisers (more than 200+ person events)
- Basic graphic design and/or video editing skills for marketing materials
- Experience in a non-profit and/or faith-based environment
- Commitment to upholding the inherent dignity of all people, from the moment of conception

To Apply:

Send a relevant resume and a statement expressing why you would be an excellent fit for this position to applications@thebridgetolife.org by August 11, 2021.