

Administrative Assistant Job Description

True Kids 1 seeks a part-time Administrative Assistant to support our growing non-profit. True Kids 1 is a youth civic media education nonprofit founded in 2017 that works with K-12 schools, assists other nonprofits with media projects, and hosts youth after-school events.

We are a small team looking for someone who can assist with the day-to-day tasks to help ensure a smooth operation.

This is a work from home position and will require you to have a reliable computer, printer, and internet access. Must be willing to be available for meetings during the day and must be able to work with others remotely.

Hours: 20-25 hrs per week, between 8am and 5pm Monday through Friday. Schedule will be set after hire.

Pay: Pay range is \$13-\$20 DOE

Duties Include: answering email correspondences, assisting with payroll duties, submitting invoices for payment, assist with maintenance of a Mail Chimp account, daily email correspondences, maintaining a scheduling calendar, assisting with data management and organization on Google Drive, assisting with Zoom Meetings, and assist all staff members as needed on a day-to-day basis. Other duties as assigned.

Required Skills:

- High level of proficiency with Google Suites
- High level of proficiency with Microsoft Office
- Knowledge of Data Management Plans
- Accounts payable procedure knowledge
- Familiarity with Zoom
- Attention to detail
- Highly organized
- Capacities for dynamic work environment and tight deadlines
- Team player/collaborator
- Strong communication skills – written and verbal
- Must be able to work independently and have good time management skills

Additional Preferred Skills:

- Knowledge of Light Green Light Database
- Knowledge of Adobe Creative Cloud Suites
- Previous nonprofit or educational experience

To apply please send a resume to elizabeth@truekids1.org