

Tuesday, January 2, 2024

## PT Assistant to the President/Founder

Company: Helpusadopt.org  
Location: New York, NY  
Compensation: \$25/hr

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Assistant to the President/Founder

New York, NY

A small nonprofit organization with a strong commitment to a positive work-life balance is seeking a part-time Assistant to the President.

Helpusadopt.org is a national 501(c)(3) financial grant program that helps couples/individuals (regardless of race, religion, gender, ethnicity, marital status or sexual orientation) with the cost of their adoptions by awarding grants up to \$20,000. Helpusadopt.org supports domestic, international and foster care adoptions and does not charge its applicants to apply.

The ideal candidate will be friendly with excellent organization and time management skills, strong attention to detail, and outstanding verbal and written communication skills. They will be good at problem solving, and have good instincts. This is a support position, it is especially important that the candidate be able to anticipate the founder's needs and be able to act decisively on that intuition.

### Primary Tasks & Duties

- Keep track of President's calendar and prepare President for upcoming deadlines
- Prompt attendance; candidate will report for work at least 15 minutes before the President and be prepared for their arrival with list of calendar, daily and long-term tasks
- Send pre-written emails with guidance from President and maintain correspondence following
- Hand write thank you notes to donors
- Maintain board and donor contact lists
- Maintain primary general email inbox, responding promptly or forwarding to correct staff member
- Visit the post office, process incoming mail (i.e. scan necessary documents, deposit and register incoming checks)
- Prepare and mail packages
- Maintain physical office, processing incoming packages and keeping everything organized
- Process incoming auction packages with the help of Events Director
- Communicate requests from the President to the Board, key stakeholders, volunteers and high end donors
- Answer phones and assist callers as needed
- Schedule courier pick-ups
- Additional administrative tasks to be determined as need arises
- Assist at events with introductions to President, setup and breakdown

Dependent on worker's availability and competency, additional tasks may include:

- Research projects for Founder
- Peer-to-peer campaign management
- Additional donor correspondence
- Additional database upkeep
- Processing reports using donor database system

### Skills and Qualifications

- Bachelor's degree or higher
- Strong knowledge and proficiency with Microsoft Office Suite and Gmail
- Exceptional written and verbal communication skills
- High attention to detail, including accuracy and efficiency
- Excellent time-management skills, including ability to balance multiple and sometimes competing priorities
- Excellent organizational skills, ability to keep track of upcoming deadlines without being reminded
- Ability to work calmly under pressure and ability to work in fast-paced environment
- Applicant must be willing to learn about and understand the issues facing the adoption community
- Ability to learn new systems with ease

- Experience working as a personal or executive assistant
- Experience working in a small team environment
- Experience with high-level email communication

### Schedule & Compensation

This will be a part-time, in-office position. The office is located in Midtown Manhattan. Ideal hours would be 8:45-1:30 M-Tu-Th with possible

additional remote hours depending on your own availability and interest in higher-level tasks. Some scheduling flexibility may be possible for the right candidate.

Pay is \$25/hr.

Please submit your resume and cover letter to [info@helpusadopt.org](mailto:info@helpusadopt.org). In the subject line write: "[Your Name] – Assistant Application"

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