



A FAMILY FOR
EVERY ORPHAN

Administrative and Communications Assistant

Organization

A Family for Every Orphan is a Seattle, WA based 501(c3) non-profit Christian organization whose mission is to help orphans find loving families in their home countries. We believe children belong in families and our vision is to see a world without orphans. See: www.afamilyforeveryorphan.org.

Position Type: part-time: 15 hours/week (up to 20 hours/week during busy seasons, with approval)

Salary: \$16 per hour

Location: remote

Deadline: 08/06/21

Summary of Role

As the Administrative and Communications Assistant, you will work closely with the Director of Operations to help execute A Family for Every Orphan's operational goals. You will play an important role on our small and close-knit team, helping AFFEO achieve its mission to see orphans placed into families. The successful candidate must be an excellent writer, possess strong organizational skills, be able to work independently, and have a desire for helping orphans.

Description of Duties

- **General Administrative Assistance**
 - Assist with donor relations such as thank you cards, segmented communications, customer service, update contact information, adding/deleting donors from rosters, etc.
 - Ensure meeting information, agendas, and supporting materials are available for all meetings, including materials for speaking engagements and Board of Director meetings
 - Prepare and mail weekly receipt letters for check donations
 - Handle all incoming mail (virtual mailbox), phone calls, and general emails
 - Organize Dropbox, SmugMug, etc. as needed
 - File charitable solicitation renewals and business registrations
 - Grant writing assistance as needed (employee will be trained)
 - Participate in relevant trainings, webinars, professional development (as approved by Director of Operations)
- **Social Media Management**
 - Manage AFFEO social media accounts and special campaigns
 - Create content and assist with strategizing development and fundraising plans
 - Maintain social media growth plan that includes Facebook, Instagram, and other social media platforms as determined by the executive staff
 - Track and analyze strategies for social media to show growth, engagement and financial response
- **Website Administration**
 - Create and publish blog posts on website
 - Communicate with web developer contractors as needed
 - Coordinate content and updates to website
 - Update content of website on a recurring basis

- **Communications Assistance**
 - Assist with appeal and update mailings (writing and editing)
 - Coordinate and create appeal and update emails via MailChimp
 - Assist with special items such as brochures, annual report, etc.
 - Find and create relevant filler posts / blogs / etc. for slow times (with approval from Director of Operations)
- **Event Planning**
 - Coordinate annual Board of Director meeting logistics
 - Assist with special events as needed

Qualifications

- Bachelor's degree and/or 4+ years of administrative experience
- Demonstrated proficiency in organizational, managerial, and communication skills
- Some understanding of SEO, content marketing, and general social media management
- Excellent writing and editing skills, including adaptability in marketing strategies and the ability to emulate the "voice" of AFFEO
- Available for travel (international and within US) as needed. This will amount to no more than 10% of the year
- Excellent customer service skills
- Strong relationship builder and communicator with experience leading diverse work teams, developing organization-wide strategies for administrative excellence, and partnering with an Executive Director and board of directors
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact
- Strong written and oral communication skills, including the ability to draft correspondences and other communications quickly with minimum direction
- Experience facilitating meetings
- Keen attention to detail with the ability to track and manage multiple projects at one time
- Ability to act efficiently on last minute projects
- Proficiency with Microsoft Excel, Word and PowerPoint / general computer literacy
- Demonstrated ability to coordinate and facilitate the completion of large administrative projects in a timely manner, including meeting strict deadlines
- Proactive and service-oriented personality
- Excellent judgment, discretion, and diplomacy
- Self-starter with demonstrated ability to work both independently and within a team
- Passionate about A Family for Every Orphan's mission and able to promote and communicate the philosophy, mission and values of AFFEO to external and internal stakeholders
- Willingness to participate in work-related decisions and activities reflecting AFFEOs Mission Statement and Statement of Faith
- Ability to virtually attend board meetings once a quarter during non-business hours (6pm PST)
- Committed long-term (3+ years) investment in AFFEO

To apply

Please send cover letter and resume, including where you learned of this position, to resources@afamilyforeveryorphan.org by 08/06/2021.