

INSIDE OUT YOUTH SERVICES

www.insideoutys.org

Job Description – Administrative & Development Assistant

Reports To: Executive Director
Hours: Part-Time, Flexible, 12 hours per week average
Salary Range: \$10 to \$12 per hour depending on experience
Apply By: Send Resume by email only to
Shawna@insideoutys.org
Application Deadline: 02/20/12

Summary:

The Administration & Development Assistant is a key office team member working in our mission to empower, educate and advocate on behalf of lesbian, gay, bisexual, transgender, intersex and questioning youth.

You Bring:

- Focus and attention to detail
- Experience with data entry with a high preference for knowledge of DonorPerfect, Raiser's Edge
- Experience with website maintenance and updates
- Capacity to sweat the small stuff and love it (or at least like it!)
- Preference for working in small teams making big impact
- Expertise in MS office products and internet-based communications systems
- Understanding of the issues affecting LGBTIQ youth

You Get

- To support and connect with a constellation of local, statewide and national LGBTIQ and Ally advocacy organizations
- Flexible scheduling around school or other job schedules
- To implement and ground change

Responsibilities:

- Schedule and support meetings for advocacy groups
- Assist in the planning and coordination of fundraising and youth events
- Data entry in various programs
- Produce customized reports from donor database system (DonorPerfect)
- Coordinating, producing and implementing mailings
- Assist with website updates
- General office organizing, filing, preparation of materials for external bookkeeper

Qualifications:

- Associates degree or higher
- Clean criminal background check
- Minimum 2 years of office work experience
- Minimum age 21