



Administrative Assistant **UUJusticePA**

JOB TITLE: Administrative Assistant

JOB TYPE: Part Time

LOCATION: Online, from your home

We are a Unitarian Universalist Social Advocacy Network in Pennsylvania. We strive to promote legislation in the PA General Assembly that supports justice, equity, and compassion for *all* Pennsylvanians, including the marginalized. More information can be found at our website, www.uujusticepa.org.

GENERAL JOB DESCRIPTION

This position is responsible for supporting the Director's vision for email communications about pertinent legislative issues, for various online team meetings, and occasionally for fundraising efforts.

This position is also responsible for preparing spreadsheet reports and documents as needed.

Both Microsoft software and Google products are used, as well as proprietary communication/fundraising software.

DUTIES AND RESPONSIBILITIES

- Create email blasts using Bonterra EveryAction software as approved by the Director
- Collaborate with others working with text and visuals as part of a team creating effective communication materials
- Maintain data in EveryAction including supporter contact, donation, and historical information.
- Create management reports in Excel using data exported from EveryAction
- Assist the Director with managing various software applications such as QuickBooks and online banking.
- Assist the Director with planning and facilitating meetings of various kinds.

QUALIFICATIONS FOR THE JOB

Education: Post-secondary training

Experience: The qualified applicant will:

- be able to learn the use of EveryAction software using online training tools provided by Bonterra.
- be familiar with database techniques such as those found in Microsoft Access, Excel, and Google Sheets.
- be familiar with Google GMail, Docs, and using Google Drive
- be at ease in unfamiliar software

KEY COMPETENCIES

- computer and software skills
- grammar and spelling
- organization
- self-motivating
- capable of independent work
- able to work collaboratively

HOW TO APPLY

Interested candidates should submit their resume and a cover letter outlining their relevant experience and expressing their interest in the position.

Please send your application via email to: Director@UUJusticePA.org with the subject line “Administrative Assistant Application” followed by your full name.

APPLICATION DEADLINE

March 1, 2024

Note: UUJusticePA is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.