



Job Description

Administrative Assistant

Please contact Dina Crawford, Board President at info@nbcancerresource.org
with a letter of interest and your resume

Overview:

The administrative assistant will manage the day to day activities of the non-profit cancer support organization known as North of Boston Cancer Resource (NBCR). Strong organizational, communication and computer skills are required. There is some general flexibility in hours but the completion of tasks by specific deadlines is expected.

This is a remote contract position and the administrative assistant reports to the Board of Directors.

Responsibilities:

- Manage the voucher program:
 - Prepare and distribute vouchers to recipients
 - Document voucher distribution
 - Prepare vouchers for Anna Jaques Hospital and deliver
 - Update practitioner list
- Manage and produce the Speaker Series
 - Prepare promotional materials (obtain info from speaker, obtain or create graphic and flyer)
 - Create events in Eventbrite
 - Update website event page
 - Distribute flyers
 - Prepare and send out email announcements (Constant Contact)
- Promote/market the organization
 - Social media
 - Prepare posts and post on Facebook and Instagram
 - Interact and respond as appropriate
 - Manage intern (if applicable)/review and approve posts and provide feedback
 - Manage printed promotional materials
 - Distribute postcards
 - Order and pick up or arrange for pick-up of print materials
 - Work with printer as needed for updates, changes and new materials



- Monitor Chamber of Commerce and other opportunities for promotion and update the board
 - Pursue opportunities for promotion of NBCR in media or through collaborations etc.
- Communication
 - Maintain Constant Contact database
 - Add new contacts
 - Update contacts as necessary for attendance at Speaker Series events and receipt of certificates
 - Prepare and send out emails as necessary
 - Respond to telephone and email inquiries and direct as needed
- Website
 - Add new listings
 - Update old listings
 - Review listings for current accuracy and relevancy
- Practitioners
 - Prepare listing for new practitioners and work with practitioner to insure accuracy
 - Add new practitioner listings to website
 - Update practitioner listings as necessary
- Other
 - Prepare board meeting minutes
 - Purchase gift cards and distribute as needed
 - Other activities as requested by the board

Requirements:

- Bachelor's Degree preferred
- Commitment to the mission of NBCR
- Congenial and collaborative
- Customer service oriented
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and meet deadlines
- Proficiency at computer skills including Google Docs/Sheets etc
- Website maintenance experience (or the confidence to learn)
- Experience and proficiency with Eventbrite, Constant Contact and Canva helpful
- Graphic design skills helpful
- Proficient on Social Media, particularly Facebook and Instagram



Work Schedule:

Hours per week will vary depending on workload but will average out to approximately 10 hours per week. Specific schedule will be up to the individual's discretion as long as deadlines can be met.