



# Children's Action Alliance

*A Voice for Arizona's Children since 1988*

## **Administrative Assistant**

November 14, 2017

Children's Action Alliance (CAA) is a non-profit, non-partisan research, education, and advocacy organization working to promote children's health, education and security.

The **Administrative Assistant** reports directly to the Vice President of Development & Engagement. The work schedule is 8:00am to 3:00pm with a ½ hour lunch, totaling 32.5 hours a week (schedule can be modified). This hourly position is not eligible for health benefits, but qualifies for paid vacation and sick leave as well as an employer match for deposits into a 403b retirement account.

### **Responsibilities include but are not limited to:**

#### *Office Administration*

- Provide coverage for the office, greet visitors and delivery people (except during lunch).
- Answer and direct all incoming calls.
- Plan internal and external meetings by managing RSVPs, assembling meeting materials, ordering/setting up meals and/or refreshments.

#### *Fund Development*

- Update and maintain constituent and donor database, perform basic queries and generate reports.
- Prepare and track donor communications, including solicitation letters, invitations, and thank you letters.
- Handle monetary receipts; input into database.
- Coordinate in-house and out-going mailings.
- Participate in planning and logistics of annual fundraising event and other events.

### **Qualifications**

- High school diploma required, Associates degree preferred
- Must be a team player with a great attitude
- Microsoft Office, fundraising database (MatchMaker preferred) and mail merge skills
- Excellent verbal communication skills and phone etiquette
- Able to lift and carry up to 25 lbs, fold letters and seal and stamp envelopes
- Highly organized, great attention to details, and accurate/precise in all matters of work.

Hourly wage will range from \$14-15 depending on experience and qualifications.

Send cover letter and resume to the attention of Ericka Nicholes, Interim Vice President to e-mail to [enicholes@azchildren.org](mailto:enicholes@azchildren.org). Please no phone calls. Position will remain open until filled.