

# Friends of Recovery Oswego County



## Administrative Assistant – Part-Time

**Location:** Fulton, NY

**Hours:** 25 hours per week

**Compensation:** \$20.00 / hour

### Job Summary:

We are seeking a highly organized and detail-oriented **Part-Time Administrative Assistant** to support our daily operations. This role will assist with office administration, communications, and general support for our team, ensuring the smooth running of our nonprofit activities.

### Key Responsibilities:

- Provide general administrative support, including answering emails and phone calls, scheduling meetings, and maintaining office records.
- Assist with data entry, document management, and filing.
- Manage donor and volunteer databases, ensuring accuracy and confidentiality.
- Support fundraising and event planning efforts by preparing materials and coordinating logistics.
- Process incoming donations, send letters of acknowledgment, and update financial records at the direction of the Executive Director.
- Help manage social media accounts and email newsletters to engage donors and the community.
- Order office supplies and maintain a well-organized workspace.
- Perform other duties/tasks as assigned by the Executive Director and/or Board of Directors to support the organization's goals

### Qualifications:

- High School Diploma or equivalency and relevant experience/education.
- Previous administrative experience, preferably in a nonprofit setting.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and Google Suite.
- Experience with donor management software or CRM systems (preferred but not required).
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to multitask and work independently in a small team environment.
- Passion for our mission and a commitment to nonprofit work.
- Has a valid NY driver's license and/or access to reliable transportation.