



SHARSHERET®

TITLE: Administrative Assistant

Sharsheret, a fast-paced and growing national breast cancer organization, seeks a part-time remote working administrative assistant in Los Angeles to support our growing work.

RESPONSIBILITIES:

- Data entry, report running and donations processing through online database
- Design flyers and marketing materials for community programs
- Respond to requests for information by phone and email
- Provide event planning assistance and participate in select LA-based events as needed
- Prepare materials for outreach programs and events
- Research and prepare data

QUALIFICATIONS:

- 2-3 years of office administration experience
- Ability to handle multiple projects simultaneously and to work in a fast-paced virtual environment
- Strong organizational skills and attention to detail
- Solid computer skills, including knowledge of Microsoft Office and Canva design software; knowledge of Donor Perfect data base a plus
- Pleasant phone personality
- Knowledge of the Jewish community preferred

The Administrative Assistant reports to Sharsheret's Chief Regional Officer.

TO APPLY: Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Benefits package and salary (\$22-\$26 per hour for 20-25 hours per week, morning hours required) commensurate with experience.

Sharsheret provides equal employment opportunities to all candidates regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status or age.

The Jewish Breast & Ovarian Cancer Community
866.474.2774 | www.sharsheret.org | info@sharsheret.org
Regional Offices: California • Florida • Illinois • New Jersey • New York