



LEAGUE OF WOMEN VOTERS®  
OF THE CITY OF NEW YORK  
VOTE LOUDER™



## **Administrative Assistant**

*The League of Women Voters of the City of New York is seeking an **organized self starter with a collaborative spirit** to become our part-time administrative assistant. This is a long-term position. Please send your resume and cover letter to [hiring@lwnyc.org](mailto: hiring@lwnyc.org).*

### **Responsibilities:**

- coordinate and oversee all membership duties
- ordering and maintaining office supplies
- process LWV NYC payments and donations
- coordinate and design outreach materials
- assist our Operations Manager and the LWV NYC Officers and Directors and volunteers in daily operations
- organize and maintain League photos
- update and sync various League calendars
- maintain donor list
- answer phones as needed
- oversee sales of League publications
- be fully trained in League policies and procedures
- other duties as assigned

### **Skills Needed:**

- agility with Google Suite
- knowledge of programs such as Salesforce, Constant Contact, Excel, Doodle
- be comfortable with general office tasks such as mail merge, printer trouble-shooting, managing petty cash
- strong writing and editing skills
- ability to write professional correspondence
- basic html to maintain a simple website
- facility with social media
- able to use graphic design programs
- people & phone skills

**Salary:** Your salary will be **\$20,800** annually which will be paid through direct deposit to your bank account bimonthly.

**Vacation:** Two calendar weeks of vacation time will accrue during your first year of and may be taken one year from your date of hire.

**Work Schedule:** The number of work hours is **20 per week**. The preferred schedule is Tuesday – Friday, 10AM – 3PM. Flexibility may be required for special office projects and special events and meetings.

**One Month Review:** will occur after a probationary period of thirty days to assess productivity, quality of work, attendance, punctuality, and cooperation.

**Two week notice:** We request a two-week notice prior to resigning from the position.