**Northeast Ohio Foundation for Patriotism (NEOPAT) Administrative Assistant**

**JOB DESCRIPTION**

**POSITION SUMMARY:**

The Northeast Ohio Foundation for Patriotism (NEOPAT) Administrative Assistant is primarily responsible for providing administrative support to the employees and/or officers of NEOPAT. The Administrative Assistant works closely with The Executive Director, The Director of Philanthropy and Community Engagement, and the Board of Directors in all endeavors.

**QUALIFICATIONS:**

* Position is virtual but there may be a need for on-site support at the NEOPAT Gala and golf outing
* Occasional assistance with NEOPAT related deliveries and pick ups
* Need to be available during normal work hours (9 am – 5 pm)
* Reside in the Northeast Ohio area & embrace the mission of NEOPAT.
* Strong interpersonal and communication skills.
* Strong organizational skills and exhibit “follow through” on tasks and goals.
* Have knowledge and experience in administrative tasks such as scheduling, organizing, communicating, and record keeping.
* Possess the skills to work with and motivate staff, board members and other volunteers.
* Be a “self-starter” and goal driven.
* Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
* Knowledge of and experience in Microsoft Office 365.
* Knowledge of and experience in CRM or other database software.
* Knowledge of and experience in QuickBooks is a plus but not required.
* Be available up to 20 hours per week and have reliable transportation.
* Have available technology for use in daily tasks. (i.e. Computer, printer, scanner, etc..)

**ACTUAL JOB RESPONSIBILITIES:**

1. Support NEOPAT staff and Board Members in projects and initiatives.
2. Regular maintenance and updates in CRM database, including entry of new contacts and updating existing contacts with updated information.
3. Maintain communication between NEOPAT, beneficiaries, and supporters.
4. Coordinate volunteers for events and initiatives
5. Research and compile listings of veterans and other key individuals.
6. Assist in fundraising initiatives.
7. Coordinate mailings to the community and track responses.
8. Monitor requests for NEOPAT support and coordinate communication to appropriate parties.
9. Provide support in prospect research.
10. Attend (Virtually and/or physically) NEOPAT board meetings and track initiatives discussed.
11. Check mailbox regularly and process mail accordingly (enter bills for payment, route mail to proper individuals, etc.)
12. Always demonstrate professional conduct.
13. Perform other related duties as requested.

**SALARY/BENEFITS:**

* Position as independent contractor.
* Monthly retainer of $15.00 - $18.00 per hour, competitive/commensurate with experience and other qualifications and negotiable.

**APPLICATION:**

E-mail resume to Rick DeChant at NEOPAT at: rdechant@neopat.org.

Note that the Northeast Ohio Foundation for Patriotism is an equal opportunity employer.