Administrative Assistant Job Description

Eating Disorders Resource Center (EDRC), a small nonprofit based in Campbell, CA is seeking a part-time contracted Administrative Assistant (20-25 hours a week). Pay is commensurate with experience.

The position will allow for some hybrid work, but ideally you will work 4 hours, 3 days a week in the office during regular business hours to cover the phone line. For the first month, you would be in the office most of the time to be trained. There is plenty of growth potential in this position for the right candidate.

EDRC is a non-profit organization helping clients and families struggling with eating disorders. We strive to educate and promote awareness in our community. Please see our website at edrcsv.org for more information.

Essential Duties and Responsibilities:

The ideal candidate will have experience working in a small team (preferably a nonprofit), be flexible, and show initiative. They will have strong people skills and spoken/written communication.

- Respond to, assist, and advocate for clients by phone and email.
- Excellent working knowledge of Google Drive.
- Oversee general office administration.
- Assist in fundraising activities.
- Assist with accounting procedures, maintain lists and databases, process incoming and outgoing checks.
- Oversee volunteers to manage website and social media presence.
- Data entry.
- Other duties as needed.
- Proficiency with Canva, Wordpress, MailChimp, and Little Green Light is a plus.
Qualifications/Requirements:

- High school diploma required/ AA or BA preferred.
- Experience in administrative and clerical work.
- Ability to work independently with little supervision.
- Must show initiative and good follow through.
- Be able to multitask.
- Excellent people skills.
- Detail-oriented.
- Positive, can-do attitude.
- Very flexible and patient.
- This position reports to the Executive Director.

IMPORTANT!!

If interested, please send a resume and cover letter outlining your experience relevant to the position to resume@edrcsv.org.