

## **Administrative Assistant – Marketing and Development**

**Greater New York City Metro**

The American Parkinson Disease Association (APDA) is currently seeking an **Administrative Assistant** to join APDA's Marketing and Development Team and their growing organization. This is a **remote** based position and **must live in the Greater New York City Metropolitan/Tri-State area** to attend local events and meetings.

The ideal candidate is detailed focus with proficiency in data entry and digital platforms, demonstrates written and oral communication strengths, ability to multi-task and juggle priorities, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

### **AMERICAN PARKINSON DISEASE ASSOCIATION:**

Founded in 1961, American Parkinson Disease Association (APDA) is nationwide grassroots network dedicated to fighting Parkinson's disease. APDA's mission is to *"provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest."* It has raised and invested more than \$252 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of Parkinson's disease and ultimately put an end to this disease.

### **YOUR ROLE:**

The Marketing & Development Assistant supports the day-to-day work of the Marketing & Development Departments, performing an assortment of administrative and project-oriented tasks necessary to successfully meet the departments' objectives in support of APDA's mission.

### **Primary Responsibilities**

- Receive and triage all incoming correspondence via mail and email
- Coordinate outbound correspondence
- Answer and triage phone calls and inquiries
- Schedule department meetings, draft meeting agendas, prepare minutes
- Coordinate and track all department contracts and ensure accurate entry into the Contract Management System
- Maintain department files, documents, and procedures to ensure effective and efficient operations
- Generate timely donation acknowledgements/letters requiring mail merges and reporting
- Ensure accurate and timely entry in Blackbaud CRM system and process inputs to ensure data hygiene
- Support the preparation and submission of funding proposals and reports by coordinating attachments, obtaining signatures, and compiling resources
- Audit, update, and maintain library of all digital and printed collateral
- Provide support for APDA online Storefront, including user access, order issues, product research, invoice tracking, etc.
- Maintain organizational statistics (for use in annual reports, and other collateral)
- Assist in the execution of fundraising mail appeals, track responses, and analyze campaign performance
- Assist with processing deposits, researching donors, vendors, projects, etc.
- Assist with planning, logistics, and follow up of department-related events, as needed (in-person or virtual)
- Provide on-site support at events and meetings
- Other administrative tasks, as needed

### **YOUR EXPERTISE:**

- Minimum education level: High School Diploma, or equivalent; Some college preferred
- Minimum of 3 years' related administrative experience, preferably in the non-profit sector
- Ability to work independently and efficiently, establish priorities, handle multiple projects, and meet deadlines
- Exemplary written and oral communications skills
- Incredible attention to detail
- Experience in distance management environments
- Dedication to the security and confidentiality of all constituent data
- Ability to work effectively both independently and in a team environment
- Computer proficiency in MS Office/Outlook

**Base Salary Range:** \$68,000 - \$73,000; annual salary based on background and experience

### **Benefits Include:**

- Medical, Dental and Vision on the first day of the month after start date
- 401K after three months of service (no company match)
- Life Insurance
- Pension eligible after one year of service and fully vested after five years of service
- HSA & FSA spending accounts available
- Paid time off in addition to standard holidays

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you! **Please forward your COVER LETTER and RESUME to [kmartone@operationsinc.com](mailto:kmartone@operationsinc.com)**

We're Operations Inc., a Human Resources Outsourcing and Consulting firm. Since 2001, Operations, Inc. has been supporting a base of over 1,400 clients with their diverse and evolving HR needs.

*American Parkinson Disease Association (APDA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, APDA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. APDA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of APDA's employees to perform their job duties may result in discipline up to and including discharge. APDA will provide reasonable accommodations for qualified individuals with disabilities.*