Asians for Miracle Marrow Matches (A3M)

POSITION
Administrative Assistant (Part-Time)

SUMMARY
Asians for Miracle Marrow Matches (A3M) is a community based, non-profit organization affiliated with the National Marrow Donor Program (NMDP) and committed to helping patients in need of a bone marrow transplant. The Administrative Assistant position consists of performing administrative duties, office management and assisting with fundraising events.

DUTIES AND RESPONSIBILITIES
- Provides general administrative support
- Responsible for revenue administration, depositing checks and generating thank you letters/receipts
- Works with Development staff in the planning of fundraising events. Duties include revenue administration, tracking of donors, following up on sponsorship solicitations and overseeing event logistics
- Assist with marrow donor recruitment efforts, including logging and tracking recruitment drives, reporting recruitment disparities and assist with recruitment campaigns
- Design promotional and educational materials using simple messaging and creative graphics
- Managing office supplies and recruitment drive supplies
- Other tasks as needed
- Part-time position (24 hours/week)

QUALIFICATIONS AND EXPERIENCE
- B.A. or B.S. Degree (Communications, Marketing, Health, Social Welfare, or related field preferred)
- One (1) year community non-profit experience preferred.
- Working knowledge of MS Office
- Basic design skills and knowledge of graphic design programs such as Canva, InDesign and Adobe Illustrator
- Ability to work and build relationships with people from diverse ethnic, educational, and social backgrounds
- Ability to re-prioritize tasks and support teams based on frequently changing needs and move forward even when faced with ambiguity
- Strong oral and written communication skills, ability to multi-task, work independently and/or in groups, and advanced organizational skills.
- Valid California Drivers License and current automobile liability insurance
- Ability to speak another language other than English preferred

APPLICATION
Applicant(s) should email their cover letter and resume to Susan Choi at Susan.choi@a3mhope.org