Administrative Assistant
Job Description and Qualifications

ORGANIZATION SUMMARY
The Gorlin Syndrome Alliance (GSA) is a vibrant, independent, non-profit with a mission to thoughtfully support, comprehensively educate, and aggressively seek the best treatments and a cure for those affected by Gorlin syndrome.

POSITION SUMMARY
The Administrative Assistant will be responsible for a variety of administrative and program support tasks. This position is a paid, part-time one with a flexible schedule while working virtually, though some meetings are scheduled at set times. Individuals will need to supply a computer and reliable network connection.

PRIMARY RESPONSIBILITIES
Administration:
- Manage, maintain, update GSA’s database and other database work on a regular basis as assigned.
- Manage donation and contact inquiry processing (database entry, letter creation and distribution).
- Schedule and distribute Board and Committee meeting logistics and materials.
- Responsible for internal database administration including data entry tracking and online submission for corporate and foundation grants.
- Responsible for filing and maintaining office documentation virtually in One Drive and Google Drive.

Programs and Services:
- Manage and respond to incoming inquiries related to specific programs, operations, or development. (Executive Director and Operations Manager will handle patient inquiries.)
- Assembling, mailing, and tracking literature requests and program materials.
- Program support for all live and virtual events/meetings.
- Assist with the ongoing Patient Engagement Project (member database validation) through its tracking and completion.
- Assist the Associate Director in the management participant follow up of the Gorlin Syndrome Alliance Patient Registry (GSAPR).
- Proofreader/Editor (spelling/grammar) for printed and online outreach.
- Schedule, participate in, take, and upload minutes of requested meetings.
- Any other responsibilities as deemed necessary by Associate & Executive Director.

Awareness:
- Work with Communications Specialist in standardizing social messaging outreach.
- Collaborate with all staff to ensure good communication both internally and externally.
EXPERIENCE AND EDUCATIONAL REQUIREMENTS
Ideally, the candidate will have a minimum of two years of experience working in a corporate or non-profit environment in a virtual/hybrid setting combined with a complimentary education. This job is a good fit for someone who is looking for a flexible schedule, part-time opportunity and is committed to non-profit work with a purpose.

CORE COMPETENCIES
Following are core competencies preferred for success as the GSA’s Administrative Assistant:

- Passion for the GSA’s mission.
- Strong data entry skills; experience with DonorPerfect, Sales Force or other similar database software programs.
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook; and internet/website use.
- Experience in newsletter writing, organizational communications both internally and externally.
- Excellent organizational and planning capabilities.
- Experience in hosting and running virtual events a plus.
- Experience in publication and material design and layout work is also beneficial.

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.