

Job Title: Administrative Assistant (Part-Time - 10 hours/week)

Organization: Alliance For Full Acceptance (AFFA)

Location: Hybrid / Remote

Reports To: Executive Director

Overview

The Alliance For Full Acceptance (AFFA) is a nonprofit advocacy organization dedicated to achieving equality and acceptance for the LGBTQ+ community in South Carolina. Since its founding in 1998, AFFA has been a driving force in advancing the rights and well-being of LGBTQ+ individuals through education, community engagement, and political advocacy.

AFFA is comprised of two entities:

- Alliance For Full Acceptance (AFFA) 501(c)(3) for educational programming and campaigns
- AFFA Action 501(c)(4) for lobbying and electing pro-equality candidates

AFFA and **AFFA Action** seek a dynamic and highly organized **Part-Time Administrative Assistant** to join our team. This role will provide essential administrative support, including managing the donor database and serving as the organization's first point of contact via email, phone, and website. The ideal candidate will have excellent organizational skills, the ability to multi-task, and a strong commitment to AFFA's mission.

Responsibilities Include:

General Administrative Support:

- Serve as the first point of contact for the organization via email, phone, and website.
- Manage and maintain donor database.
- Assist in maintaining organizational files and documents.

Communications Support:

- Oversee sending of donor acknowledgment letters and annual statements.
- Support donor communications, including appeals and bulk mailings.
- Assist with website updates.
- Assist with maintaining and updating the online Resource Hub.

Programs and Special Events Administrative Support (as needed):

- Support staff and board with administrative tasks in organizing AFFA programs and special events. *(Note: Some after-hours work may be necessary, but total weekly time will not exceed 10 hours.)*

Qualifications:

- Bachelor's degree or equivalent work experience; administrative experience preferred; nonprofit experience a plus.
- Proficiency with spreadsheets, databases, and word processing.
- Familiarity with Google Drive, Docs, and Sheets.
- Familiarity with WordPress and Squarespace is a plus.
- Familiarity with Quickbooks is a plus.
- Comfortable learning and adapting to new technology platforms, such as CRM databases.
- Ability to multi-task and prioritize in a dynamic work environment.
- Solid written and oral communication skills.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Interest in and commitment to AFFA's mission

Compensation:

- **Salary:** \$25/hour
- **Work-Life Balance:** Flexible hours and work environment.

How to Apply:

Please submit a cover letter and your resume to info@affa-sc.org. Your cover letter should express your specific interest, qualifications for this role, and where you reside in South Carolina. Please use "Administrative Assistant – Your Name" in the subject line. Applications will be accepted and reviewed on a rolling basis.

AFFA is an equal opportunity employer and does not discriminate based on race, ethnicity, national origin, age, familial status, military status, religion, disability, genetic information, sex, sexual orientation, or gender identity and expression. We welcome and encourage applications from people of color, Indigenous people, and transgender people.