

Job Posting: Administrative Assistant Part-Time

A local New Mexico non-profit organization is seeking detail-oriented candidates for a paid internship/office job to be part of a team doing great work. We need help setting up a donor management system (Customer Relations System) and doing online research, entering information on spreadsheets, making outreach calls, organizing information and schedules, and writing marketing copy.

Excellent skills in Microsoft Office, Google Workplace necessary. Flexible hours and remote work available. Pay is \$17- \$20/hr. depending on experience. Starting hours: 4-6 hours per week. Room to grow.

Please send resume with cover letter to Irene at irenewebbdevelopment@gmail.com. Or call 310-722-7011.