

Position: Administrative & Program Assistant	Status: Full-Time Position
Supervisor: VP-Fundraising & Communications	Supervisory Responsibility: No
Location: Downingtown, PA Office	(Must be willing to work occasional weekends.)
<i>Join a high energy, committed team of professionals dedicated to supporting the advancement of research leading to treatments to improve quality of life for people living with Friedreich Ataxia (FA). FA is a rare, progressive neuromuscular disorder.</i>	

Position Summary:
The Administrative & Program Assistant supports the FARA team with a range of tasks that help power the organization's operations, events, and outreach. This position provides ongoing administrative assistance to the full FARA team and specifically program assistance for the rideATAXIA cycling fundraising program. This includes providing administrative support to the program, coordinating volunteers, and supporting the rideATAXIA Director in facilitating community outreach and engagement in the event series. The successful candidate will have professional administrative assistant experience, excellent interpersonal/ teamwork skills, and will have demonstrated interest in the health and human service industry.

Professional Experience Requirements:	<ul style="list-style-type: none"> • Bachelor's degree required • Prior administrative or program assistant experience required • Proficient with a variety of software programs (Microsoft Outlook and Office 365 – Word, Excel, PowerPoint, Publisher and Adobe Acrobat) • Experience with donor management software; Raiser's Edge and Classy products preferred • Non-profit experience or experience in related service industry preferred
Skills Requirements:	<ul style="list-style-type: none"> • Focus on customer service • Strong written and verbal communication skills • Attention to detail • Time management and organizational skills • Ability to work in a team setting

Essential Responsibilities:

Provide administrative support for FARA operations and fundraising programs

- Coordinate day to day office functions including:
 - Answering phones
 - Facilitating responses to inquiries in the general FARA email account
 - Ordering supplies
 - Filing
 - Opening mail/categorizing donations/preparing checks for deposit
 - Processing outgoing mail
 - Data entry
 - Book travel
- Assist with special fundraising projects and onsite with larger local FARA events such as rideATAXIA Philadelphia or conferences

Provide program assistance for the nationwide rideATAXIA program (>\$1M program)

- Administrative support for (6) rideATAXIA cycling events across the United States
 - Utilize software templates to help create event/ fundraising websites for events
 - Manage registration lists, participant swag allocations, and respond to questions/ troubleshoot concerns for participants and fundraisers
 - Assist rideATAXIA Program Director with Sponsor outreach and relationship management
 - Participate in meetings with event planner and other vendors, submit invoices for timely payment
- Manage Volunteer/Committee Support
 - Organize and take part in monthly Planning Committee meetings
 - Recruit volunteers to adequately staff all rides
 - Manage Efficient Supply Acquisition and Distribution (using in kind donations where appropriate)
 - Primary point of contact for all volunteers pre-ride
 - Acknowledge volunteer efforts post event
- Reporting- regularly prepare registration and donation reports to support program activity
- Foster engagement, sustainability and growth of the program
 - Promote participation within the events
 - Support the fundraising efforts of participants with regular communications from FARA about impact on research
 - Actively contribute new ideas to improve efficiency and provide a fresh event experience

Ensure accurate, timely and stakeholder friendly communications with all rideATAXIA stakeholders. Follow established organizational policies and procedures and compile information and reports as required.

Demonstrate ability to learn and adapt to changing procedures, methods or processes.

Use a team approach when working with volunteers and the FARA fundraising team.

Provide first-rate customer service as front-line stakeholder contact.

Ensure that all FARA stakeholders are communicated to in a clear, consistent and timely manner utilizing strong written and verbal skills to address stakeholder needs.

Attention to detail demonstrating accuracy and efficiency in word processing, data entry, and business correspondence.

Coordinate work activity efficiently, and check that work has been carried out to specification.

How to Apply: Email a cover letter and resume to felicia.derosa@curefa.org . Include "Administrative & Program Assistant" in the subject. Please include salary requirements.
Application deadline: February 28, 2022.