

Job Posting

Administrative Assistant

EPIC – Every Person Influences Children is a non-profit agency that provides parenting, youth services, family engagement and professional development to families, schools and communities in an effort to help them raise children to be responsible and successful adults.

We are looking for a full-time (40 hours) Administrative Assistant to provide support to our Executive Director and executive team in a variety of capacities. Duties for this position include: prepare and coordinate grant and foundation information; manage donor database system; assist with coordination of fundraising campaigns and events; website updates and social media postings; manage board related administrative tasks; as well as project based work and other responsibilities.

EPIC offers competitive wages and benefits, in addition to a fun, family-friendly atmosphere. If you want to work hard, be a part of team that feels like family, and make a positive impact on our community, this might be a good fit for you.

We require that you have a Bachelor's degree; strong customer service skills; excellent communication and organizational skills; Microsoft Office and computer experience; are self-directed; and have a strong attention to detail.

Preferred Qualifications: Website and social media knowledge; basic knowledge of grants and contracts, donor database and/or Salesforce experience.

If you believe in EPIC's mission, have the above qualifications and are interested in this position, please send a cover letter with your resume to the HR Department at hr@epicforchildren.org. Submissions without a cover letter will not be considered.

EOE

No phone calls please!