



Job Title: Administrative Support Specialist

Location: Remote with 2-4 in office sessions per month

Hours: Part-time, flexible schedule, averaging 12-16 hours per week

Pay Range: Starting at \$22.50/hour DOE

Overview: The Family Safety Network seeks a detail-oriented Administrative Support Specialist to assist in various administrative tasks. This role involves donor relations, solicitation support, facilities management, grant writing assistance, and general administrative tasks.

Responsibilities:

- Support donor relations: send thank-you letters, acknowledgments, and other correspondence promptly; update donor information, process donations, and generate reports.
- Assist with solicitation efforts: prepare fundraising materials, coordinate mailings, and track donor communications.
- Oversee facilities management: coordinate maintenance and building projects and ensure a safe work environment and living space for clients. Manage relationships with vendors and service providers.
- Assist with grant writing: research funding opportunities, and draft proposals.
- Maintain accurate, secure, and efficient processing, filing, and document archival systems and procedures.
- Perform additional administrative tasks and projects as assigned.

Qualifications:

- Bachelor's degree or equivalent work experience preferred.
- Previous administrative support experience, preferably in a nonprofit or similar setting.
- Proficiency in database management and Microsoft Office Suite.
- Strong writing and communication skills, with the ability to craft compelling grant proposals, donor communications, and other written materials.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks.
- Ability to work independently and collaboratively in a remote environment, with access to reliable internet and communication tools.
- Commitment to the mission and values of the Family Safety Network, with a passion for supporting individuals and families affected by violence and abuse.

To Apply: Please submit a resume and cover letter to ebilcher@familysafetynetwork.org. Applications will be reviewed on a rolling basis. We thank all applicants for their interest, but only those selected for an interview will be contacted.