



Administrative Assistant (Temporary Position)

Athletes Serving Athletes is a growing 501(c)(3) non-profit organization headquartered in Cockeysville

Our mission is to elevate the quality of life for individuals with limited mobility by empowering them to train for and participate in mainstream running events.

ASA is a champion of inclusion, connecting ASA Athletes to runners from the community through our WingMan Program, inspiring all to celebrate the spirit of "Together We Finish!"

Through tremendous community support and investment, ASA provides The WingMan Program free of charge to the ASA Athletes and families we serve.

The Position: We are looking for an Administrative Assistant to support our small staff and large volunteer community from the office headquarters in Cockeysville. The ideal candidate is a competent individual willing to undertake a variety of administrative tasks.

This position is temporary through the month of December, 2019. There may be room for growth in hours and responsibility in 2020.

Hours: The Administrative Assistant must be able to perform his/her duties onsite at the ASA office in Cockeysville, 10-15 hours a week spread across 3 days.

Compensation: \$15 an hour

Requirements:

- Proficient in Microsoft Office (Microsoft Word, Excel, and Outlook)
- Familiar with Mail Merging
- Ability to multi-task
- Detail-Oriented
- Team Player
- Support of ASA's Mission



Responsibilities:

- General Front Office Phone and Email Inquiries
- Financial Input
- Donor Acknowledgement Letters
- Database Entry and Reporting
 - Current Platforms in use:
 - Salesforce
 - Blackbaud
 - One Cause
 - Google Drive
 - SignUp Genius
- WingMan Applicant Processing
- Maintenance of office supplies

The Location: The Athletes Serving Athletes headquarter office is in Cockeysville, MD, conveniently accessible off the Warren Road Exit of I83.

To Apply: Send resume and cover letter to Sarah Slomkowski. sarah@asa.run