



## **SPECIAL PROJECTS ASSISTANT**

The Special Projects Assistant reports to the Executive Director of Fairness West Virginia, a statewide, non-profit education and advocacy organization dedicated to fair treatment and civil rights for lesbian, gay, bisexual, and transgender West Virginians. Our mission is to ensure that LGBT people in the Mountain State can be open, honest, and safe at home, at work, and in the community.

This full-time position is responsible for office operations, facilities management, support of finance, some outreach and development programs, and social media/website work. The Special Projects Assistant, in support of the Executive Director, develops and administers processes to optimize results produced by the Executive Director and by education, development, communications and outreach activities designed to fulfill Fairness West Virginia's mission.

### **Responsibilities**

#### *Office Management*

Manage office operations involving mail, calendaring, supplies, copying and filing to provide seamless support to the Executive Director and other staff as needed. Maintain overall professional appearance of office, serve as liaison to many parties including (but not limited to) the landlord on facilities management and bookkeeping services. This person will also be providing initial check requisition and cash receipt support.

Support office information technology functions, basic troubleshooting and maintenance.

#### *Executive Support*

Draft, edit and produce correspondence, memos and reports for the Executive Director. Research, writing and organizational projects as needed. Coordinate with Executive Director on management of personnel matters.

Coordinate and oversee volunteers (including recruitment, orientation, and ensuring board member volunteerism).

#### *Development and Outreach Support*

Learn and use Fairness West Virginia donor databases, internet research tools and other resources to develop donor prospect lists for fundraising and to cultivate volunteers and supporters. Produce timely functional correspondence, including donor acknowledgement letters, and maintain donor records in the created databases. Provide meeting and event planning support, including meeting materials and venue arrangements. Identify outreach opportunities for the organization and register for appropriate events. Coordinate logistics, volunteer assistance, and follow-up with those events.

#### *Job Requirements*

## Education

Required: Associate of Arts or Sciences (A.A./A.S.) from an accredited school and 3-4 years of experience required. Those with equivalent proficiency (5+ years of experience) with no degree are encouraged to still apply. Preferred: Bachelors of Arts or Science (B.A/B.S.) from an accredited school with 1-2 years experiences.

## Skills

Demonstrate proficiency: in office management; solid oral and written skills to communicate with diverse audiences; Sensitivity to special topics and persons in need; Demonstrated computer literacy and proficiency with Microsoft Office.

The ability to plan, implement and assess outcome measures; Strong customer service skills to meet needs quickly and effectively; Problem-solving skills with ability to propose and implement solutions; bilingual a plus. Must be trustworthy with sensitive and personal information.

The hours of this position are generally 9:00 am to 5:00 pm with some flexibility, Involves occasional evening and weekend hours.

## **How to apply**

### *Application Process*

Please email cover letter, resume, three references, and writing sample to [andrew@fairnesswv.org](mailto:andrew@fairnesswv.org)  
Applications should include "*Special Projects Assistant*" in the subject field. Applications accepted until position is filled.

### *Details*

Salary based on experience.

Excellent benefits include vacation, paid holidays, and medical insurance.

Fairness West Virginia is an equal opportunity employer.