

EXECUTIVE ASSISTANT // STRANGERS NO LONGER

Part Time/Contract | 15hrs/week | \$25/hour

Hybrid Position | Remote (40%) + Home Office (60%)

Core duties of the position will revolve around:

- a) **Basic financial tracking and accounting** oversight; handling related banking tasks
- b) Drafting emails and **managing select correspondence** for the Executive Director
- c) Filing and **organizing compliance/administrative forms** related to day-to-day running of organization
- d) Data input and report generation for our donor management system
- e) Providing initial responses to and **distributing inquiry emails**
- f) Occasional Coordination and **communication with lead volunteers**

Ideal Candidates

Position is best suited for a person who is aligned with the mission of Strangers No Longer, and has experience with or curiosity about non-profit management, executive administration and advocacy work.

Please send your resume and a brief cover letter highlighting relevant experience to Shai Rao, rao.s@strangersnolonger.org / No Calls Please.