

Program Development Associate/Assistant to the Director

We Rise International

Flexible Part-time position, requires occasional weekend and evening hours - 16 hours per month (4 hours/week)

\$15.00/hour (\$240.00/month)

Location: Lancaster, PA area

This part-time, 1 year, contract position, has the potential to extend and/or expand in the future for the right person. It's the perfect opportunity to make a big impact in the world and add a great position to your resume, with a small but important time commitment.

We Rise International is a 2 year old, start-up non-profit organization working to improve health and well-being outcomes in the U.S. and globally. Our current projects focus on mental illnesses, addictions, and type 1 and type 2 Diabetes, in the U.S. and around the world.

Our organization is growing rapidly, and we need an enthusiastic and qualified individual to work alongside our Lancaster-based Executive Director, to help keep the organization and its programs moving forward effectively. The Program Development Associate/Assistant to the Director will take on a variety of key tasks including planning and coordinating fundraising events (50% time) and developing and managing the organization's volunteer base (40% time), as well as assisting with outward-facing communications (10% time - quarterly newsletter, email communications, website updates), and other logistics related to the organizations' U.S. and global projects.

Required Qualifications: This position requires a 1 year commitment. The selected applicant will have excellent interpersonal skills and will be able to promote the organization's mission for improving health and well-being around the world in a way that gets people excited about financially supporting and volunteering with the organization. The selected applicant will be dedicated, motivated, responsible, creative, flexible but on-time, and able to present her or himself professionally to the organization's constituents and the general public. She or he will be a self-starter, able to work independently, but also able to work well as part of the We Rise International team. She or he must have good communication skills, excellent attention to detail, proficiency in Microsoft Word and basic email and internet usage. Fluency in spoken and written English is required. A second language is a plus but not required. Passion for the work of the organization particularly in the areas of mental health, addictions, and/or Diabetes, is a plus.

Education: High school diploma required. Bachelor's degree preferred. Graduate students and college seniors in a relevant field are encouraged to apply. Experience with coordinating fundraising events and/or volunteer management preferred but not required.

To apply, email your resume with a cover letter explaining your interest and qualifications to Janelle@weriseinternational.org

Deadline for receipt of applications: December 6, 2019, 11:59pm. However, interviews will be conducted on a rolling basis. **Start date: January 10, 2020**