



Administrative Assistant-20 hour/week position to collaborate with the OASAS Project Coordinator in the execution of grant funded projects. Must be able to use effective time management to complete tasks and follow through on orders, project implementation, tracking outreach, social media maintenance, and provide support to the organization in its goals in substance use prevention. Can work independently on specific tasks.

Must be able to work predominately from home, be flexible in a schedule and willing to adapt to the needs of the organization. Must have a valid driver's license for materials deliveries and pick ups. Drug-Free Irondequoit: Together is an Equal Opportunity Employer.

Qualifications:

- Minimum AAS degree required.
- At least two years of experience with administrative duties, and/or working in a not-for-profit agency.
- Excellent organizational, written and oral communication skills.
- Experience with social media skills for organizations
- Highly proficient in Microsoft Office, particularly Excel spreadsheets

Starting salary: \$360/20 hours per week

Mileage reimbursement provided

Apply with resume and cover letter to Virginia Nacy at dfitogether@gmail.com by January 18, 2021. Interviews to be held January 27-29.

Start date: February 15, 2021.