



## **Part-time Administrative Assistant – 99% Remote**

The AngelWing Project, Inc. (AWP) is an innovative 501(C)3 non-profit performing arts organization in Anne Arundel County dedicated to using the performing arts to uplift the community both surrounding and at large. We are dedicated to delivering quality performances and creating lasting relationships.

Our Mission is to positively impact our community by providing uplifting, entertaining shows, and events to inspire an appreciation for, and participation in, the arts. We will encourage and promote new artists with a passion for the performing arts and we invite those who want to develop these skills and talents to get involved.

We have been adjusting since Covid-19 and are converting many of our in-person programs to virtual. We are looking for a creative administrative person to support us in transitioning some of our programs and providing support on administrative tasks.

The ideal candidate reports to and works closely with the President to coordinate the rollout of educational programs and will:

- Possess organizational ability an attention to detail
- Be highly proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
- Possess ability to compose correspondence with excellent writing, (spelling and grammar) skills
- Have ability to quickly learn and work with various technologies
- Possess excellent verbal communication skills
- Have ability to produce flyers and basic marketing materials
- Organize and schedule meetings for President and/or Board members
- Post casting calls and share various advertising and marketing to various media
- Possess excellent time management skills and ability to multi-task and prioritize work

Remote position – occasional onsite meeting required

Experience: Basic office environment preferred

Education: High School Diploma, some college

Temporary Contract – could lead to full time and/or permanent

Pay is: \$11 - \$13 per hour depending on experience

Candidates can express interest and contact us on our website at [www.theangelwingproject.org](http://www.theangelwingproject.org)

No phone calls please.