



Program and Administrative Coordinator

Overview

Sharp Again Naturally (SAN), a non-profit organization based in Westchester County, New York, is seeking a qualified individual to assist with administrative activities and program coordination. The organization's mission is to prevent, slow and reverse memory loss by educating the public and the medical community, and to empower everyone to take charge of their cognitive health and general wellbeing.

This position will provide exposure to a broad range of activities supporting the day-to-day operations of the organization. In addition to administrative responsibilities, an integral part of the position will be to function as coordinator for the organization's SharperMind™ Small Group and Webinar Programs.

Reporting to the Board Chair and Executive Director, the ideal candidate will be a responsible self-starter, extremely accurate, results-oriented and capable of juggling multiple projects concurrently. While administrative and coordinator responsibilities will be the primary focus of the position, there will be ample opportunity to assist in other facets of the organization's work. **Exceptional writing skills, strong interpersonal skills, and the ability to successfully work remotely are a must. A minimum of five years' administrative and program coordination experience is required.** A personal understanding of the impact of memory loss, while not required, is desirable.

The majority of this position will be conducted remotely. **The candidate must feel comfortable working independently and be able to manage time effectively.** Most activities take place during normal business hours; however, some flexibility is required to assist with time sensitive projects that may arise on evenings or weekends. The candidate must reside in or near Westchester County, New York, be willing to attend periodic in-person meetings/presentations, and pick up mail one-two times per week.

Administrative Responsibilities – General administrative activities including but not limited to:

- Mail, email, phone, correspondence, board minutes
- Maintain digital files and calendar
- Assist with website updates and ensure content is current
- Maintain donor management system; send donation acknowledgments; create reports
- Year-end and other targeted giving campaigns
- Liaise with local colleges for SAN internships

SharperMind Small Group Programs

- Assist in marketing and promotion for webinars and small groups
- Manage webinar and small groups registration: process payments, secure signed agreements, handle correspondence, create reminder emails, and maintain document/video repository

Presentations and Events

- Assist in planning of annual fundraising event and smaller events throughout the year: help with set-up, coordinate attendees, assist in creation of event materials



Newsletters/Monthly eblasts/Social Media

- Twice-yearly newsletters: build eblast versions in Mailchimp and coordinate printing
- Assist in creation and posting of social media (multiple posts per week)
- Layout and coordination of content for eblasts in Mailchimp; maintain contact lists

Technical Proficiency

- Mac or PC: Word, Excel, PowerPoint skills required
- Experience utilizing email platforms such as Mailchimp required
- Experience with donor management software (Little Green Light) is preferred but not mandatory
- Social media (Facebook and LinkedIn)
- WordPress experience a plus

ONLY CANDIDATES WHO MEET THE ALL REQUIREMENTS OF THE POSITION WILL BE CONSIDERED. Writing samples may be requested.

This is a part-time (30 hours per week) salaried position - \$35,000 per year. Start date: January 2021.

To apply, please email a resume and cover letter to:

Susan Lynne, Executive Director
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www.sharpagain.org