



Program and Administrative Coordinator

Overview

Sharp Again Naturally (Sharpagain.org), a non-profit organization based in Westchester County, NY is seeking a qualified individual to assist with administrative activities and program coordination. The organization's mission is to provide the tools and education needed to prevent, slow and reverse memory loss, 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, the candidate will function as coordinator for the organization's 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. **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 uninterrupted and effectively.** Most activities take place during normal business hours; however some flexibility is required to assist with projects that may arise on evenings/weekends. The candidate must reside in or near Westchester County, NY and be willing to attend periodic in-person meetings/presentations.

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

- Mail, email, phone, correspondence, board minutes
- Maintain digital files and calendar
- Maintain donor management system; send donation acknowledgments; create reports
- Year-end and other targeted giving campaigns

Small Group Programs/Webinars

- Assist the Executive Director in marketing and promotion of webinars and small groups
- Manage webinar and small group 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

Technical Proficiency

- Mac or PC: Word and Excel skills required
- Goggle Drive experience
- Setting up and managing Zoom meetings
- Donor management software (Little Green Light) experience is preferred
- Wild Apricot event registration experience is preferred



ONLY CANDIDATES WHO MEET ALL REQUIREMENTS OF THE POSITION WILL BE CONSIDERED.

This is a part-time (20 hours per week) salaried position - \$22,000 per year.

To Apply

Inquiries should be sent via email to Susan Lynne, Executive Director: susan.lynne@sharpagain.org. Your email response to this posting should include an explanation as to why you feel you are best suited to the position and why this particular job is of interest to you; include your resume as a pdf attachment. Subject line must be as follows: Administrative and Project Coordinator Position. Please include any personal experience with memory loss in a friend or family member if applicable.