**[Part-Time Non Profit Associate](https://employers.indeed.com/j" \l "jobs/view?id=2a7fa4bd7dc9" \t "_blank)**

Tell Every Amazing Lady®, also known as T.E.A.L.® is seeking a dedicated Associate to help support the daily operations of this rapidly growing organization. The Associate will support our team by assisting with all types of day to day activities including marketing, production, writing, events, website updates, partnerships, outreach and programs. As a member of the communications team, the Associate helps raise awareness about the foundation’s work. Room for advancement

**Responsibilities:**

* Help develop relationships and engage the public
* Provide administrative support including scheduling, filing, and correspondence
* Maintain filing systems for foundations, corporate and individual contributions.
* Independently draft, edit, and finalize marketing, proposals, and correspondence
* Conducting research
* Organize donor mailings including invitations, targeted follow-up communications, and oversee content development for website and other correspondence
* Help build community relationships with businesses, schools, and other organizations
* Ability to recognize opportunities such as potential sponsors, community relations, funding opportunities and grant opportunities.
* Production assistant
* Help with event planning
* Manage web updates
* Customer service
* Answering phone calls
* Able to meet deadlines
* Grant assistance
* Help manage volunteers

**Qualifications:**

* Bachelor’s degree or currently enrolled to complete Bachelor's degree
* 1-2 year minimum of experience working at a not for profit
* Excellent writing skills
* Knowledgeable in Blackbaud/Kintera products (TeamRaiser, Luminate, Raiser's Edge) or customer/donor relations experience preferred
* Knowledge in basic HTML
* Knowledge in basic Photoshop
* Strong ability to organize and prioritize tasks to balance assigned responsibilities in a fast-paced, deadline-oriented environment
* Strong interpersonal communication skills
* Strong leadership skills
* Ability to work occasional evenings & weekends
* Ability to work independently as well as part of a team

Job Type: Part-time

Salary: $12.00 to $16.00 /hour

[**Part Time Marketing Assistant**](https://employers.indeed.com/j#jobs/view?id=944e1f8e7578)

A 501C3 not for profit organization located in Brooklyn, NY is searching for a part time marketing assistant to help assist our staff and volunteers with many production projects throughout the year that help us tell every amazing lady about ovarian cancer. Projects include creating educational materials, public service announcements, website images, national ad campaigns and more.

**Responsibilities:**

* Help team with digital projects, printing, press kits, press releases and all types of marketing
* Work with staff to identify potential brand collaborations and identify potential sponsors for events
* Offer creative advice and join in on brainstorming with the team
* Assist with improving programs and campaigns that are already established

**Requirements:**

* Strong knowledge in Photoshop, Illustrator and Indesign
* Editing/publishing experience
* Fast and efficient with very strong attention to detail
* Deadline driven
* Strong writing skills
* Preferred video skills such as editing and organizing content
* Minimum of 1 year Marketing and PR experience
* Not for profit experience a plus
* Knowledge of all social media platforms

Job Type: Part-time

Salary: $12.00 to $15.00 /hour

If interested contact [info@tealwalk.org](mailto:info@tealwalk.org) with a cover letter and resume.