



## Part-time Development Assistant

**Reports to:** Assistant Development Director

**Duties and Responsibilities:** The Part-time Development Assistant will be responsible for data entry that directly impacts our Special Events fundraising goals and our relationship based stewardship efforts within the Development Department. This individual will write creative descriptions for items donated, enter donations into an online software system in a timely manner, report on data that may inform relationship building strategies, and can meet or exceed benchmarks goals.

### Skills and experience relevant to this position:

- Excellent written and communication skills.
- Proficient computer skills along with ability to learn and utilise multiple platforms.
- Attention to detail, willing to learn and have strong organizational skills.
- Interest in working with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Education required: High School Diploma or equivalent

### Benefits:

- **Salary Range:** \$16-\$18 an hour based on experience
- **Job Type:** Part-Time Seasonal-September 28, 2020-December 18, 2020
- Flexible work schedule and work from home opportunities are available.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with positive, community minded team, along with amazing young people.

**How to respond:** Please submit a writing sample and resume to Yesenia Maysonet, Assistant Development Director at [ymaysonet@lbgc.org](mailto:ymaysonet@lbgc.org) .

### Our Hiring Process and Timeline:

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews on Sept. 9, 2020.
- We would like to have selected the candidate by September 21, 2020.

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

### DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.