CUTANEOUS LYMPHOMA FOUNDATION

Administrative Assistant
Job Description and Qualifications

ORGANIZATION SUMMARY:

The Cutaneous Lymphoma Foundation is a vibrant, independent, non-profit patient advocacy organization dedicated to supporting people impacted by cutaneous lymphoma worldwide. The Foundation's mission is delivered through a variety of programs, services, education and research initiatives.

POSITION SUMMARY:

The Administrative Assistant will be responsible for a variety of administrative and other tasks providing support where needed. This is a full-time position with some opportunity for both a flexible schedule and to work virtually from home, and also includes some limited travel.

PRIMARY RESPONSIBILITIES:

Administration:
- Handles the Foundation's database entry and other database work as assigned
- Manages donation processing (entering, letter creation and distribution)
- Schedule and distribute Board and Committee meeting logistics and materials.
- Responsible for filing and maintaining office documents.
- Maintain stockroom inventory; including tracking and notifying appropriate staff when items are becoming low, broken or have gone missing.
- Responsible for internal database administration including data entry tracking and online submission for corporate and foundation grants.

Programs and Services:
- Manage and respond to incoming patient inquires not related to specific programs, operations or development.
- Assembling, mailing and tracking literature requests and program materials
- Program support for all live events and medical meetings, including: assemble, pack, schedule and ship "in person" program materials
- Proofreader/Editor (spelling/grammar) for printed outreach.
- Salesforce registration live events wrap-up (database and survey data entry)

Awareness:
- Design, message writing, execution and responding to social media outreach

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

A minimum of five years of experience working in a corporate or nonprofit work environment in an administrative position combined with complementary education is preferred.

CORE COMPETENCIES

Following are core competencies necessary for success as the Foundation's Administrative Assistant:

- Passion for the Foundation's mission.
- Strong data entry skills; experience with data entry/ Salesforce or other similar database software programs.
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook; and internet/website use.
- Experience in social media and organizational posting.
- Excellent organizational and planning capabilities.
- Ability to manage multiple projects within designated timelines while delivering high-quality results.
- Experience in publication and material design and layout work utilizing InDesign would be of benefit but not required.