



## **Part-Time Advancement Administrative Assistant, Temporary**

Hale Education, Inc. is seeking a detail-oriented individual to process incoming donations, send prompt gift acknowledgements, and issue monthly pledge reminders from mid-September to the close of 2024. They will also need to keep track of check deposits and report them to Hale's Business Office at the close of each day.

### **RESPONSIBILITIES**

This role requires the use of Salesforce, Microsoft Word, and Microsoft Excel and will involve the printing, addressing the envelopes, and mailing of a large volume of letters before the close of the fiscal year (December 31).

Candidates should be prepared to work in person in our Westwood office four days a week for 16-24 hours supporting our Annual Fund and Grants Manager.

Additional tasks may include:

- Supporting the Advancement Team in executing our annual Fall Equinox Celebration on September 19 in setting up the space or running day-of errands.
- Proofreading and revising grant reports and customized letters to donors.
- Additional administrative tasks as needed.

### **SALARY AND BENEFITS**

- \$20-30/hr. commensurate with experience.

### **APPLICATIONS**

To apply, email a resume, brief cover letter, and writing samples, if available, to Jocelyn Bergeron at [JBergeron@Hale.Education](mailto:JBergeron@Hale.Education).

*Hale is proud to be an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, gender identity, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. We are committed to a work environment in which our diverse cultures, perspectives, skills, backgrounds, and experiences are welcomed and respected.*