



**Administrative Assistant (Part-Time)**  
**National Tay-Sachs & Allied Diseases Association (NTSAD)**

National Tay-Sachs & Allied Diseases Association (NTSAD), one of the nation's oldest patient advocacy organizations, supports individuals and families affected by ultra-rare neurodegenerative genetic diseases. NTSAD's mission is to lead the worldwide fight to treat and cure Tay-Sachs, Canavan, GM1, and Sandhoff diseases by driving research, forging collaboration, and fostering community. Supporting families is the center of everything we do.

**Job Opportunity:** NTSAD seeks a proactive Administrative Assistant to join our small, dynamic team. Reporting to the Chief Executive Director, this role plays an essential role in office management, donation processing, data entry, and supporting various teams to achieve organizational goals.

**Key Responsibilities:**

- **General Office Administration:**
  - Procure office supplies and maintain equipment (telephone, copier, etc.).
  - Manage office logistics including mail, server maintenance, and vendor relationships.
- **Donation Processing and Data Management:**
  - Process incoming and outgoing donations, including digital deposits and donor database entries.
  - Generate reports, prepare invoices, and maintain accurate records for auditing purposes.
- **Communication and Correspondence:**
  - Respond to inquiries via phone and email, triaging as necessary.
  - Prepare acknowledgment letters and other correspondence with attention to detail and timeliness.
- **Event Support:**
  - Assist in organizing logistics for NTSAD's annual fundraising event and Family Conference.
  - Coordinate volunteers, provide administrative support, and ensure smooth event execution.
- **Family and Donor Relations:**
  - Interact warmly with families and donors, providing administrative support and resources.
  - Support personal and third-party fundraising efforts with enthusiasm and efficiency.

**Experience and Skills Required:**

- Proficiency in Microsoft Office Suite and general office skills.
- Experience working independently in an office, preferably for a non-profit organization.
- Strong organizational skills with meticulous attention to detail.

- Ability to work independently, prioritize tasks, and manage time effectively.
- Experience in volunteer coordination and engagement.
- Warm interpersonal skills with a customer-service mindset.
- Data entry experience preferred; familiarity with Donor Perfect a plus.
- Bachelor's degree preferred.

**Additional Skills (Preferred):**

- Familiarity with social media platforms (LinkedIn, Facebook, Instagram, Twitter/X, TikTok) and WordPress.
- Willingness to learn and adapt to new technologies and platforms.

**Work Schedule:**

- Part-time position, 4 hours/day between 9 am and 5 pm ET, Monday to Friday.
- Ability to attend NTSAD's local events such as the annual fundraising event and Family Conference.

**Benefits:**

- Vacation (after one year)
- SIMPLE IRA plan

**Application Process:** Please submit a resume and cover letter outlining your qualifications and interest in the role and salary requirements to [jobs@ntsad.org](mailto:jobs@ntsad.org).