



**Administrative Assistant (Part-Time)**  
**Job Description**  
**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.

**Position Overview:**

NTSAD's **Administrative Assistant** is an integral member of a small, collaborative team. S/he reports to the Chief Executive Director and supports the staff to meet the organization's mission and goals.

Overall, the ideal candidate will bring a combination of administrative proficiency, strong organizational skills, initiative, flexibility, and collaborative abilities to the role. These qualities will enable her/him to effectively support NTSAD's mission and contribute to the organization's growth and sustainability.

The Administrative Assistant's primary responsibilities include general office management, donation processing, producing acknowledgement letters, database and record management and supporting special event logistics while frequently interacting with the Family Services, Research, and Development teams.

The position is a flexible part-time, non-exempt position based in our Boston office. Vacation, personal, and sick time as well as IRA benefits are provided by NTSAD.

**Responsibilities:**

- General office administration: anticipate and fulfill needs for office supplies, office equipment maintenance (telephone, copier, server, postage meter, water cooler, etc.)
- Respond to and triage external and internal inquiries via telephone and e-mail
- Process all incoming and outgoing mail and donations, including digital bank deposits, donor database entries, report generation, invoices, filing, etc.
- Prepare digital and printed acknowledgement letters and other correspondence
- Update donor records and gift entries in the Donor Perfect database, ensuring consistency, reliability, and accuracy, with standardized data entry
- Create reconciliation reports with bookkeeper and prepare documents for annual audit
- Maintain an organized filing system for electronic and paper files and supplies, with adherence record retention policy
- Interact with families and donors to provide resources and administrative support for their personal and third-party fundraising efforts

- Attend NTSAD's annual fundraising event, *Imagine & Believe*, and Annual Family Conference and provide administrative and logistical support, coordinate volunteers, and assist, as requested

**Experience and Position Requirements:**

- General office skills, including proficiency in Microsoft Office Suite
- Experience working independently in an office, preferably for a non-profit organization
- Strong organizational and time management skills with attention to detail
- Ability to multi-task, collaborate, prioritize, and take initiative
- Warm and welcoming interpersonal skills
- Database management experience strongly preferred
- Experience interfacing with volunteers
- Familiarity with social media platforms (LinkedIn, Facebook, Instagram, Twitter/X, TikTok) and WordPress a plus
- Bachelor's degree preferred

**Part-time Position:**

Four hours/day between 9 am and 5 pm ET Monday to Friday. Office conveniently located near the "T" in Cleveland Circle, Boston. Ability to attend NTSAD's annual fundraising event in the Boston area and Annual Family Conference (location varies each year, travel covered).

**Other Duties:**

Please note this job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time with or without notice.

**To Apply:**

Send a cover letter with salary requirements and resume to [jobs@ntsad.org](mailto:jobs@ntsad.org).

**Why Work for NTSAD:**

National Tay-Sachs & Allied Diseases Association (NTSAD) offers a rewarding career working for one of the nation's oldest patient advocacy organizations supporting individuals and families affected by ultra-rare neurodegenerative genetic diseases. Our staff members like working at NTSAD because of our mission, work-life balance, benefits, and culture:

- Competitive base pay determined by several factors including, but not limited to, relevant work experience, education, etc.
- Generous paid time off, including holidays and vacation days
- Retirement savings plan (optional)
- Joining our dedicated team affords the gratification of knowing beyond a doubt that you will impact the lives of individuals and families affected by rare neurodegenerative genetic diseases.