

## **LEAD Brevard**

### **Position Description**

Half-time (20 hrs. /wk.) Administrative Support

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LEAD Brevard, a private, not-for-profit 501(c) (3) organization dedicated to the engagement and development of leaders, seeks a part-time Administrative Assistant. The position reports to the Program Coordinator.

LEAD Brevard offers an entrepreneurial culture and small office environment.

The mission of LEAD Brevard is:

“working together to strengthen our community by inspiring people to lead.”

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### **SUMMARY OF POSITION**

The successful candidate will embrace the nonprofit culture and understand the “can-do” spirit required to manage multiple priorities in a small office. The successful candidate will bring their previous nonprofit experience to the position; examples of similar experience may include: program coordination, fundraising, event coordination, marketing and communications. The successful candidate will be eager to learn and embrace new challenges; will take pride in efficient administration and execution of basic duties as well as the opportunity to be an integral part of a larger community driven mission.

### **DUTIES AND RESPONSIBILITIES INCLUDE:**

#### **Assist with updating and maintaining the LEAD Brevard website**

(Experience with WordPress software preferred)

#### **Assist with LEAD Brevard’s Social Media Platforms**

Facebook: LEAD Brevard (main page) and Leadership Brevard Alumni (group page)

Linked In

Twitter

#### **CRM database Management and Usage (NEON z2Systems software)**

Assist with monthly e-newsletter

Draft email communications

#### **Membership**

Prepare and mail LEAD Brevard Membership acknowledgement letters

Search for alumni records/update constituent contact information

#### **Assist in project/program planning efforts with programs like Leadership Brevard and Leadership Essentials**

Preparing session collateral (hard copy) and uploading to mobile app

Assistance with obtaining speaker presentations (bios, ppt)

Session set-up/break down

Compiling evaluation feedback

**Assist with LEAD Brevard events**

Name badge preparation

In cooperation with other staff members, attend and assist with special events (registration check-in, set up/tear down, on site digital photography, etc.)

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**REQUIREMENTS**

- Excellent organization, initiative, prioritization and the ability to work with deadlines with minimal supervision in an entrepreneurial environment
- Strong skills in computer operation, including Microsoft Office Suite, email/internet skills - experience with databases, social media platforms and WordPress web platform preferred
- Oral, written and interpersonal communication skills required
- Team player with high level of enthusiasm and self-motivation
- Current valid Florida driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities

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**COMPENSATION**

20 hours weekly – typical work schedule Monday through Friday (with flexibility between the hours of 8:30 a.m. – 5:00 p.m. to be negotiated). Occasional evening and early morning hours may be requested.

Compensation range \$12.50 - \$14.00 hourly, based on experience and qualifications. A benefit package is not available with this position.

Please submit resume to [kristin@leadbrevard.org](mailto:kristin@leadbrevard.org)

No phone calls will be accepted.

Position open until filled.