

## Be part of the CARP team! - Part-Time Administrative Assistant

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Are you interested in being part of a cool and fun team, learning a lot, and gaining real-world experience?

CARP America is looking for a part-time administrative assistant to focus on professional fundraising and development. Your job will be to help create a sustainable system for supporting the programs and initiatives of CARP for its students. You'll be working directly with a CARP team member and be trained in professional skills. All are welcome to apply. Compensation based on experience. Training and orientation will be provided.

### Job Description:

- Research and study fundraising best practices
- Work with supervisor to set clear goals, strategies, and deadlines for raising funds
- Research, identify and implement effective donor management system
- Develop key fundraising activities
- Recruit, train, and supervise volunteers
- Receive pledges and funds from donors

### Requirements:

- Part-time: 10-20 hours/week
- Regular check-in with supervisor

### Compensation and Benefits:

- \$10-\$20/hour based on experience and location
- Flexible hours
- Can work remotely
- Opportunity for promotion after 90 days

Please apply by June 15th. If you have any questions, contact [teresa@carplife.org](mailto:teresa@carplife.org)