



*Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.*

## **NBC Non-Profit Assistant**

Assistant

### **Pay (Contractual)**

Hourly

### **Job Overview**

We are seeking a responsible and organized Non-profit Assistant to join our growing Team. The NBC Non-Profit Assistant position is a contractual position between June-May in 1 fiscal year. This position is also part-time and/or full-time and paid bi-weekly. In this position, you will play a key role in managing the schedules and communications of key company executives. Your duties include prioritizing emails and phone calls, researching grant opportunities and being the point of contact for grants, gathering documents to prepare for meetings and coordinating travel arrangements. Assistants have more than administrative duties. They also filter and prioritize client visits or phone calls, and communicate on behalf of the executive they support.

### **Non-profit Assistant Specific Responsibilities:**

- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Maintain comprehensive and accurate records
- Assist with Grant Management
- Organize meetings, including scheduling, sending reminders, and organizing catering when necessary
- Welcome visitors and identifying the purpose of their visit before directing them to the appropriate department
- Manage the executive's calendar, including making appointments and prioritizing the most sensitive matters
- May perform administrative tasks (filing, record keeping, sending emails etc.) as needed



## **Compensation**

\$17/hour

## **Qualifications**

### Education

- High School degree or equivalent
- Associate's degree, or two (2) years or more of full-time college coursework equivalent preferred

### Experience

- Previous experience as a administrator, secretary, assistant, or related field (required)
- (2) years Non-profits experience (required)
- Must submit fingerprinting & background check (required)

### Skills

- Ability to multitask, prioritize, and manage time efficiently
- Time management and ability to meet deadlines
- Verbal and written communication skills
- Strong organizational skills and ability to multitask
- Problem-solving and decision making
- Proactivity and self-direction
- Interpersonal skills
- Computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Strict adherence to camp philosophy, standards, and goals

### Schedule & Location(s)

Monday-Friday (8:30am-4:30pm)

### Benefits

- Free Mental Health Services (Baltimore residents only)
- Free Medical Insurance (Baltimore residents only)
- Remote Work
- RideShare

## Natural Born Champions: Non-Profit Assistant Job Description



### Contact Information

[naturalbornchampions@gmail.com](mailto:naturalbornchampions@gmail.com)

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[www.naturalbornchampions.com](http://www.naturalbornchampions.com)