

Research and Office Assistant

Carol O'Brien Associates, Inc., a fund-raising consulting firm, seeks a skilled part-time Research and Office Assistant. The candidate will be responsible for the oversight of development reference including monitoring all industry publications, both online and print, as well as client materials to regularly update firm reference on professional trends in philanthropy and non-profit issues. Position will also include basic office assistant responsibilities.

The candidate should have an understanding of and willingness to learn fund-raising topics and issues, exhibit excellent oral and written communication skills, judgment, flexibility and ability to multi-task, be a self-starter and team player, possess effective time management, organizational and administrative skills and show exceptional attention to detail.

Prior similar or related experience as well as familiarity with Microsoft Word, Excel and Power Point programs required, as well as the ability to learn on-line research data bases. The position requires 20-25 hours per week. Although the hours can be flexible, it is expected that the individual provide occasional office coverage when requested. Office is congenial and equipped for research efforts.

Salary is competitive and commensurate with experience. Please submit resumé and three references to: hr@carolobrienassociates.com.