

## **The Hemlock Society of San Diego**

The Hemlock Society of San Diego (HSSD) believes that people should have the right to end their lives when they have reached a point of unbearable suffering without any hope of recovery. To this end, we educate the San Diego public about all end-of-life choices and support other organizations that share this goal.

**Position:** Administrative Assistant

**Status:** Part-time, 20-30 hours per week

**Location:** Remote/work from home

### **Job Summary:**

### **Essential Functions and Responsibilities:**

#### **General Administration**

Key to the position is a belief in the mission of the Hemlock Society and empathy toward those working through their end of life choices.

The Administrative Assistant (AA) serves as the only paid employee of the Hemlock Society, reporting to the President of the Board. The AA is the backbone of the organization, ensuring the organization operates efficiently and effectively. The AA performs a variety of tasks, manages projects and provides customer service to our members.

In addition to excellent technical skills, this position requires an ability to work both independently and collaboratively, excellent communication and problem solving skills, detail mindedness, and flexibility and patience in working with an all volunteer organization.

#### **Critical duties include:**

#### **Administrative Responsibilities and Management of the Member Database**

Process mail;  
Retrieve all HSSD phone messages and email messages;  
Input gifts into both Quickbooks and donor database,  
Prepare and send acknowledgment letters and welcome packets;

#### **Supporting the Board of Directors and Other Volunteers**

Working closely with the President of the Board, assist with the management of all monthly board meetings, including production and distribution of board materials, taking minutes, and supporting follow up tasks;

Support board committee Chairs;

Assist the Membership & Volunteer Committee to recruit, train, and retain volunteers.

#### **Event Management**

The AA manages our monthly member meetings. Currently our meetings are held via Zoom, but will be in-person post-pandemic.

In-person meeting duties include:

Reserve meeting room;  
Prepare and send invitations;  
Prepare speaker nameplates;  
Coordinate volunteers to set up the event;  
All follow up including entering new members and friends into the database.

### **Management of the Member Database (Little Green Light)**

Populate our database with members' information;  
Enter contributions and membership information;  
Maintain and update donor contact and biographically information;  
Run lists as necessary.

### **Social Media and Website Maintenance**

Post HSSD monthly events to Facebook;  
Update all event information on the website.

### **Member Communications**

Prepare and send out group email blasts via Mailchimp;  
Respond to all correspondence and inquiries.

### **Required Experience:**

Bachelor's Degree or  
Associates Degree and 3 years of relevant administrative experience  
Advanced working knowledge of office software, including Microsoft Word and/or Googledocs.  
Familiarity with Quickbooks and Microsoft Excel  
Database management experience, such as Salesforce or Raiser's Edge  
Familiarity with marketing platforms such as Mailchimp or Constant Contact

### **Skills and Abilities:**

Excellent communication, record-keeping and time management skills  
Ability to work independently and collaboratively  
Analytical and problem-solving skills  
Good judgement, maturity, and flexibility  
Empathy for our constituents and passion for the work

Compensation  
\$20 to \$28 per hour as an employee depending on skills and experience

Contact Hunt Kooiker at [huntkooiker@gmail.com](mailto:huntkooiker@gmail.com)