

## **Asians for Miracle Marrow Matches (A3M)**

### **POSITION**

Administrative Assistant

### **SUMMARY**

Asians for Miracle Marrow Matches (A3M) is a community based, non-profit organization affiliated with the National Marrow Donor Program (NMDP) and committed to helping patients in need of a bone marrow transplant. The Administrative Assistant position consists of performing administrative duties, office management and assisting with fundraising events.

### **DUTIES AND RESPONSIBILITIES**

- Provides general administrative support
- Responsible for revenue administration, depositing checks and generating thank you letters/receipts
- Works with Development staff in the planning of fundraising events. Duties include revenue administration, tracking of donors, following up on sponsorship solicitations and overseeing event logistics
- Assist with marrow donor recruitment efforts, including logging and tracking recruitment drives, reporting recruitment disparities and assist with recruitment campaigns
- Design promotional and educational materials using simple messaging and creative graphics
- Managing office supplies and recruitment drive supplies
- Other tasks as needed

### **QUALIFICATIONS AND EXPERIENCE**

- B.A. or B.S. Degree (Communications, Marketing, Health, Social Welfare, or related field preferred)
- One (1) year community non-profit experience preferred.
- Working knowledge of MS Office
- Basic design skills and knowledge of graphic design programs such as Canva, InDesign and Adobe Illustrator
- Ability to work and build relationships with people from diverse ethnic, educational, and social backgrounds
- Ability to re-prioritize tasks and support teams based on frequently changing needs and move forward even when faced with ambiguity
- Strong oral and written communication skills, ability to multi-task, work independently and/or in groups, and advanced organizational skills.
- Valid California Drivers License and current automobile liability insurance
- Ability to speak another language other than English preferred
- Experience working within the South Asian communities in Southern California preferred

### **APPLICATION**

Applicant(s) should email their cover letter and resume to Susan Choi at [Susan.choi@a3mhope.org](mailto:Susan.choi@a3mhope.org)