



BUSINESS ADMINISTRATOR

Organization Overview

Parent Talk is a community-building organization helping families with young children to connect, learn, play and grow together.

Founded in 1991, Parent Talk is a non-profit organization run by a network of dedicated volunteers and holds a large and active presence in the local community. To that end, we offer enrichment activities designed to help members build relationships, as well as, educational tools and vehicles focused on child development and parenting.

Position Details

The Business Administrator works with a team of volunteers and one other paid staff person. He/She oversees the administrative operations of the organization.

This is an opportunity for a motivated and detail-oriented individual who wants to be collaborative and take initiative in developing and implementing systems that increase the effectiveness and efficiency of Parent Talk's small, but mighty team. This is a part-time position (approximately 8-15 hours a week) reporting directly to the Executive Director and employees work remotely, with a virtual office.

The ideal candidate will understand and appreciate the central role that excellent administrative management plays in supporting and furthering our organization's mission and members; devise and implement efficient and effective systems; enjoy problem-solving; be a self-starter as well as a team player; be able to juggle multiple tasks and keep track of many moving pieces; and bring a strong work ethic and commitment to excellence to this critical job. This is a tremendous opportunity for the right person.

Job Responsibilities include:

- Managing Membership enrollment and renewals using Salesforce database
- Supervising volunteer Playspace Coordinator
- Managing weekly email processes and preparation of weekly mass emails and dedicated emails
- Prepare monthly membership reports using Salesforce and Excel
- Administrative support of Board meetings and events
- Invoicing sponsors/advertisers & maintaining updated schedule of terms
- Maintaining all organizational passwords, contacts and key account numbers
- All other administrative needs as necessary, including weekly visits to post office box in Needham

Qualifications include:

- Willingness to take initiative and manage multiple projects
- Effective written and verbal communication skills
- Strong attention to detail, organizational skills and follow through/up
- Familiarity with Salesforce, Mail Chimp, Microsoft Office suite and social media platforms are a plus

Please send a cover letter and resume to Nina Selvaggio at executivedirector@parenttalk.org