



Administrative Assistant

Location: Greater Indianapolis, IN & Remote/Hybrid

Position Overview:

Muscular Dystrophy Family Foundation (MDFF) is looking for a dynamic, energetic person to join our team. The Administrative Assistant will work closely with the Executive Director and the Administrative & Events Coordinator, assisting with administrative duties and events planning.

Hours:

This is an hourly, part-time position working 10-15 hours per week. Some work will occur during evenings and weekends as needed for events and more hours may be worked at the time of events, with less hours the following week(s). The hourly rate is \$18.00 per hour.

Key Responsibilities and Duties:

- Assist with event planning, preparation, and execution
- Attend all events (within reason) – including vendor table management, networking events, fundraising events, and MDFF family events
- Be a part of the MDFF Events Committee and attend these meetings
- Oversee the silent auction for our Feud Before the Feud event
- Gather and post stories of recipients from MDFF financial assistance (i.e. approved equipment/home modification purchases from MDFF for clients). (The Executive Director does the Van Giveaway and Award stories.)
- Write 2-3 grants per year to assist with grant applications
- Gather statistics/demographics for grants, website, materials, and newsletter
- Help acknowledge donations and write thank you letters, as needed, especially post fundraising events
- Assist with keeping our website updated, as needed
- Assist with our e-news communications and social media posts, as needed
- Oversee advocacy for MDFF
- Other duties as requested by the Executive Director, Administrative & Events Coordinator, or Board of Directors

Qualifications, Abilities and Skills:

- High School Diploma required. Advanced education preferred.
- Minimum 1 year relevant experience serving in a professional administrative or events assistant capacity
- Detail-oriented, proactive, ability to prioritize and meet deadlines
- Exceedingly well organized, flexible and dedicated to helping in a support role
- Ability to multitask, manage own time and work independently
- Must have own reliable transportation (mileage is reimbursed)

The Administrative Assistant role for MDFF is a work-from-home position apart from running errands for the foundation for events, helping to manage the storage unit, and attending events.

Interested candidates should submit a cover letter and resume or CV to hoosterlinck@mdff.org. All questions should be directed to Hannah Oosterlinck.