

Job Opportunity: Administrative Assistant (Independent Contractor)

Description

Position Title: Administrative Assistant

Organization: North Avondale Neighborhood Association (NANA)

Type: Independent Contractor

Reports To: President and NANA Board

Hours: Approximately 9–10 hours per week (Flexible Schedule)

Compensation: \$10,000 annually (~\$20/hour)

About NANA

The North Avondale Neighborhood Association (NANA) is a community-based organization focused on improving the quality of life through civic engagement, education, neighborhood beautification, and community-driven initiatives.

Position Overview

The Administrative Assistant is a vital independent contractor role reporting directly to the President and NANA Board. This individual supports the association's leadership by coordinating a range of essential administrative, communication, and community engagement functions. This part-time role is expected to average around 9 to 10 hours per week and is compensated at a rate of approximately \$20 per hour, totaling \$10,000 annually.

Job Responsibilities

- Manage and respond to organizational emails and incoming communication.
- Deliver bills, checks, payments, and time records to the Treasurer within required timelines.
- Track, document, and share information with the President or appropriate board members promptly.
- Coordinate and schedule monthly, annual, and ad hoc meetings.
- Take accurate minutes during board and community meetings and prepare summaries.
- Plan, draft, and distribute the NANA newsletter on a timely basis.
- Assist in maintaining an organized office environment and documentation system.
- Support event planning, volunteer coordination, and community outreach.
- Address and route community complaints to proper city departments or individuals.
- Assist in researching and managing grant applications and compliance documentation.
- Support membership initiatives including welcoming new residents and managing records.
- Contribute to maintaining and updating the NANA website and digital platforms.
- Attend District 4 and other relevant meetings and share insights with the board.

Requirements

- High school diploma required; some post-secondary education preferred.
 - Excellent verbal and written communication skills.
 - Strong attention to detail and time management.
 - Proficiency with digital tools such as email, Microsoft Word, Excel, and OneDrive.
 - Ability to work independently while staying responsive to leadership direction.
 - Interest in nonprofit, community, or neighborhood development work is a plus.
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To Apply

Please send a resume and brief cover letter to Dawn Johnson at President@nanacincy.org

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Author

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