



## **LGBTQ Religious Archives Network**

### **Administrative Assistant Position Announcement**

The LGBTQ Religious Archives Network (LGBTQ-RAN) is seeking a part-time Administrative Assistant to organize, coordinate, and support the operations of its five-person personnel team along with occasional interns and volunteers. The Administrative Assistant will coordinate scheduling, ensure accurate recordkeeping, enable communications, and handle routine correspondence and clerical tasks. The Administrative will be adept at managing digital applications such as Google, Zoom, Microsoft Office, Adobe Acrobat, and website manager to support a personnel team that operates remotely. The Administrative Assistant ideally will also have graphics design skills.

Responsibilities include:

- Manage Gmail & Googledrive accounts for all personnel;
- Edit and post images and text to website;
- Maintain contact databases in CiviCRM;
- Respond to routine inquiries from constituents;
- Produce and distribute notes from meetings;
- Ensure adequate recordkeeping for organization;
- Assist tech person in monitoring and administering systems backups;
- Maintain organizational calendar and send meeting reminders.

Skills needed:

- Strong organizational skills;
- Basic knowledge of and ability to work with digital applications;
- Good verbal/written communications skills;
- Efficient and accurate recordkeeping; and
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.

The Administrative Assistant will be supervised by the Executive Director and work in collaboration with the LGBTQ-RAN staff team. The Administrative Assistant will participate in LGBTQ-RAN online staff meetings every three weeks.

This is a contract position with an average of five hours a week and will be compensated at an hourly rate in the range of \$22-\$26. This is a remote position and the person will provide their own work space and equipment for online research and work.

Since LGBTQ-RAN amplifies the voices and stories of diverse groups within LGBTQ religious movements, we are seeking applications from members of diverse communities and traditions. Women, people of color, and LGBTQ people are strongly encouraged to apply.

Interested persons can send a cover letter and resume to LGBTQ-RAN Executive Director Mark Bowman at [mark@lgbtqreligiousarchives.org](mailto:mark@lgbtqreligiousarchives.org) by April 1, 2024. Candidates should indicate education and/or experience related to communications and LGBTQ religious history.

LGBTQ-RAN is an equal opportunity employer. Our policy prohibits unlawful discrimination based on race, color, creed, gender, gender identity, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, veteran status, citizenship status, height, weight or any other consideration made unlawful by federal, state, or local laws.

February 26, 2024