

# Employment Opportunity at the Community Research Council

The Community Research Council, a nonprofit, non-partisan policy research organization seeks a PART-TIME Administrative Assistant.

Under the direction of the President, the Administrative Assistant will work on a number of administrative and organizational projects and assignments. He/She will provide direct support for the President and assist other staff members as needed. The successful candidate will be self-motivated, have strong communication skills and proficiency with a number of computer applications. **Pay is \$12/hour.**

## Responsibilities Include:

- Provision of administrative support to the President, including: scheduling appointments; coordinating travel arrangements; responding to inquiries and invitations; drafting correspondence; completing general clerical tasks
- Assisting with board related activities, including scheduling meetings and preparation of meeting materials
- Updating the website and assisting with various outreach activities
- Assisting with bulk mailings and all related tasks
- Developing and maintaining a contacts database
- Writing convincing and engaging documents quickly and efficiently
- Scheduling and organizing various meetings and special events

## Qualifications:

- 1 – 2 years of relevant experience, nonprofit experience a plus
- Mastery of MS Office Suite (including Outlook, Word, Excel, and PowerPoint)
- Ability to meet deadlines in a fast-paced environment
- Strong interpersonal skills and decision-making capacity
- Highly organized, great attention to detail and a self-starter
- Positive approach, can-do attitude, sense of humor and grace under pressure
- Desired, not required: web skills, experience in graphic design, interest in public policy and/or research

### To Apply:

Send cover letter and resume to Lori Quillen at

[lquillen@researchcouncil.net](mailto:lquillen@researchcouncil.net)

**Application deadline is Monday, June 30**

*CRC is an equal opportunity employer.*

**crc | community research council**

739 McCallie Avenue  
Chattanooga, TN 37403

Phone (423) 425-5613  
[www.researchcouncil.net](http://www.researchcouncil.net)