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ADMINISTRATIVE ASSISTANT SOUGHT

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POSITION DESCRIPTION: Love Heals seeks a full-time Administrative Assistant. The Administrative Assistant will report to the Deputy Director and the Development Manager.

The Administrative Assistant will spend approximately 20 hours per week administering the Love Heals Speakers Bureau. Specific responsibilities include:

- Coordinating speaking engagements, including serving as the primary liaison between site contacts and speakers;
- Working to negotiate honoraria and collect payment from sites;
- Maintaining a database of speaking engagements;
- Following up after presentations, including ensuring collection of evaluation forms;
- Receiving and ensuring the accuracy of payment requests and evaluation forms;
- Logging all evaluation data;
- Coordinating trainings, focus groups and annual speaker reviews; and
- Promoting the speakers bureau through mailings, phone calls and electronic communication, as well as through participation in community events.

In addition, the Administrative Assistant will spend approximately 20 hours per week assisting Love Heals' development team. Specific responsibilities include:

- Maintaining a database of 7,000+ donors, primarily through GiftWorks and ConstantContact;
- Coordinating donor solicitations;
- Recording donations and event revenue and processing acknowledgment letters;
- Soliciting, tracking and acknowledging product sponsors and auction and gift bag contributors;
- Researching potential supporters; and
- Assisting with grant tracking and preparation of grant proposals and reports.

QUALIFICATIONS: The ideal candidate will possess: a bachelor's degree and/or two years' relevant experience; computer proficiency including familiarity with Word, Excel and databases; excellent organization, communication and writing skills; exacting attention to detail; the ability to handle and prioritize multiple tasks and work autonomously under pressure of deadline; an outgoing personality; and a willingness to work with a variety of personalities. Individuals who have experience with HIV/AIDS education, are bilingual and/or have a personal connection to HIV/AIDS are encouraged to apply.

TO APPLY: Send resume and cover letter to chris@loveheals.org or to Love Heals Inc., 2 Fifth Avenue #2Q, New York, NY 10011, Attn: Christopher Murphy, Deputy Director. Applications due July 22nd. No phone calls please.