



Administrative Assistant

Position Type: Part-Time (15–20 hours per week)

Hourly Rate: \$18 per hour based on experience

Location: Remote work with some time in the Executive Director's home office in Arden

About Champions for Wildlife

Champions for Wildlife uses the power of art to inspire kids to care about and protect wildlife. Through creative, hands-on activities, kids build empathy, curiosity, and confidence, helping them grow stronger, feel connected, and discover their role in protecting the natural world. Founded in 2022 and based in Western North Carolina, our Wild for Art programs have already reached thousands of children.

Position Overview

We're seeking a detail-oriented and organized Administrative Assistant to support daily operations and programs. You'll help keep records accurate, coordinate logistics, and assist with outreach—playing a key role in keeping our growing nonprofit running smoothly and effectively. Seeking someone with a passion for wildlife, art, and education who is dependable, proactive, and adaptable in a growing nonprofit environment.

Responsibilities

- **Be the glue that holds us together:** Provide administrative support to the leadership team, reporting to the Executive Director.
- **Keep our data wild and wonderful:** Handle data entry and maintain accuracy in Bloomerang, our donor database.
- **Help bring our programs to life:** Support the Education Manager with administrative tasks related to our wildlife and art programs.
- **Volunteer Support:** Help with administrative tasks for volunteer engagement, including tracking hours, communications, and onboarding.
- **Nurture our community:** Assist with donor cultivation activities, helping us engage current and prospective supporters.
- **Get in on the action:** Support special projects and help coordinate events, from Wild for Art events to fundraising campaigns.
- **Spread the word:** Assist with outreach tasks like content creation for social media, blog posts, and articles—helping us share our mission with the world!

Qualifications

- 3–4 years in administrative support roles, preferably in a nonprofit setting.
- Associate's degree or higher.
- Proficiency in Google Workspace (Gmail, Docs, Sheets, Drive). Bonus if experienced with Bloomerang or Monday.com.
- Excellent multitasking and time management skills.
- Strong written and verbal communication skills, professional and clear.
- Highly accurate in data entry, scheduling, and documentation.
- Comfortable working independently in a remote environment and as part of a small, mission-driven team.

How to Apply

Submit resume and cover letter: **Tashi Brewster, Executive Director**, tashi@championsforwildlife.org. Applications will be accepted until the position is filled.

Champions for Wildlife is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.