



ADMINISTRATIVE ASSISTANT

Independent Contractor Opportunity

Hartford *NEXT*, Inc. (HNXT) is the coalition of Hartford's 13 Neighborhood Revitalization Zones (NRZs) and Hartford City Government.

Mission: To strengthen the individual and collective capabilities of the Neighborhood Revitalization Zones and to serve as an advocate for neighborhood issues.

OVERVIEW

The Hartford *NEXT*, Inc. Board of Directors is seeking a highly motivated Independent Contractor for 15 – 25 hours per week to provide administrative assistance to the Board of Directors and the Board's Committees. The successful Contractor will work collaboratively with the Board and Board committees to support the mission and represent the values of Hartford *NEXT*, Inc. when interacting with the Board, the members, NRZs and the community.

KEY RESPONSIBILITIES

- 1. Meeting Management:**
 - a. Prepare and distribute Board and Committee meeting agendas and supporting documents in advance to the Board and Committees, ensuring compliance with bylaws and operational policies;
 - b. Attend and take accurate minutes and attendance records of Board and Committee meetings and ensure timely distribution; and
 - c. Coordinate Board and Committee meetings and Board/Committee events, collaborate on planning, promotion and executing events, provide onsite facilitation and support before, during and after events.
- 2. Administrative Support:**
 - a. Prepare presentations, reports, surveys, newsletters, and flyers as requested;
 - b. Draft letters and correspondence as requested by Board and Committee Chairs
 - c. Send electronic (email) meeting invitations and reminders;
 - d. Manage calendar, meeting scheduling, setting up in-person, virtual and hybrid meetings;
 - e. Support special projects and initiatives.
- 3. Record Keeping and Database Management:**
 - a. Maintain and update grant, volunteer and donor reporting databases, as requested; and
 - b. Develop and maintain administrative systems, organizational files and documents, calendar of events, data file sharing, mailing lists.
- 4. Financial Management:**
 - a. Prepare vouchers for bill payments and reimbursements; and
 - b. Maintain voucher and income receipts logs.
- 5. Communication:**
 - a. Assist with print and electronic newsletter;
 - b. Coordinate website and social media updates;
 - c. Assist with donor communications including donor appeals, acknowledgement letters and mailings; and
 - d. Coordinate bulk mailings.
- 6. Other responsibilities,**
 - a. Perform other duties as assigned.



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WORK SCHEDULE

This independent contractor, part-time position requires flexibility to support periodic day and evening meetings and infrequent weekend events.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

- Interest in working with grassroots, local community-based organizations and residents of Hartford.
- Proven Administrator or Administrative Assistant experience.
- Organized with time management skills and ability to multi-task, prioritize workflow and meet deadlines.
- Strong attention to detail and problem solving skills.
- Strong organization and planning skills, with the ability to develop effective workplans.
- Proficient in Microsoft Office Suite, Zoom, DropBox, graphic design software (Canva and/or Adobe), email systems (Constant Contact), database management; SMS and social media platforms.
- Experience with website management and social media platforms.
- Strong interpersonal skills and ability to communicate with people from different backgrounds.
- Excellent written and verbal communication skills.
- Ability to work remotely and in person.
- Ability to work independently with minimal supervision.
- Flexible, adaptable and solutions-oriented.
- Team player with ability to work collaboratively.
- Ability to work flexible hours while supporting a variety of Hartford *NEXT*, Inc. and Committee activities and events.
- Ability to travel to various locations in Hartford for events and meetings.
- Bilingual skills preferred but not required.

REQUIRED QUALIFICATIONS:

- Associate Degree plus three years related experience.
- Experience working for Nonprofit organizations.
- Understanding of bylaws, governance and compliance.
- Strong experience managing confidential information.

COMPENSATION

\$22.00 – \$27.00 per hour for up to **25 hours per week**

TO APPLY: Email a cover letter addressing skills and qualifications relevant to the job requirements; a formal resume with a list of experience covering, at minimum, the last 5 years; and a list of three professional references (name, title, address, and phone number). Email to: hnxt@hartfordnext.org with subject." Administrator".

NONDISCRIMINATION: Hartford *NEXT*, Inc. is proud to be an Equal Employment Opportunity/Affirmative Action/Veteran Friendly employer.