

# Part Time Office Administrator

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## 12-19 HOURS / WEEK

Non-profit organization in Palo Alto (Bay Area Funeral Consumers Assn.) seeks a responsible office administrator for a multi-faceted, permanent part-time position (12-19 hours/week).

Responsibilities involve maintaining the office and computer database records; interacting with the public via phone, in-person, and email; picking up and handling mail, providing reports; carrying out marketing projects, updating and improving our brochures and surveys, managing the Facebook page, and producing a monthly email newsletter for members and friends.

Our ideal candidate will have:

- Ability and desire to work independently and be productive in a one-person office, working with seniors
- Excellent telephone skills. Ability to interact with the public in a sympathetic manner, providing information and assistance in navigating end-of-life decisions
- Writing and editing experience, computer skills in Word, Excel, Access, and internet, keeping organized records, copying, filing, ordering supplies
- Ability to maintain and update the database and make reports from the data. (We will train.)
- Ability to develop and produce a bi monthly e-newsletter, contribute to the organization's social media program, and engage in other marketing outreach projects
- Ability to initiate and build relationships with senior centers
- Familiar with variety of online tools: Facebook; Twitter; Wordpress, Squarespace
- or similar modern website content manager; Zoom; Mailchimp; Canva; and
- Eventbrite

Job location is in Palo Alto.

If interested, please email resume with cover letter to [office@ba-fca.org](mailto:office@ba-fca.org) with "Office Administrator Job" as the subject line.

The Bay Area Funeral Consumers Association is a non-profit organization dedicated to protecting the right to choose meaningful, dignified, affordable death care, and to providing information to help make these choices. BA-FCA offers discounted funeral prices at a dozen participating mortuaries. The organization monitors local funeral industry trends and practices, and serves as a consumer advocate for legal and regulatory reform.

Learn more about Bay Area Funeral Consumers Association on its website: <http://www.ba-fca.org>