



## Part-Time Administrative Assistant

Salinas, California & Surrounding Areas | [vascularcures.org](http://vascularcures.org)

### The Opportunity

Vascular Cures is actively seeking an administrative assistant to support our small team as we expand our organizational impact. At Vascular Cures, we believe that quality administrative work is crucial to accomplish our goal of preventing death and disability from vascular disease.

### About Vascular Cures

Vascular Cures is the only national nonprofit representing the tens of millions of people with vascular diseases outside the heart, a leading cause of death and disability. These include pulmonary embolisms, stroke, aneurysms, vascular dementia and peripheral artery disease (PAD) among others. We are committed to transforming vascular health by being the catalyst for collaborations that accelerate new solutions. Whether the topic is medical research, technology or new models for healthcare, our focus is on innovation through programs that put patients first, and empowering people in their vascular health journey.

### Detailed Job Description

**Function:** Database management, non-profit donor contact management, and general office administration

**Location:** Salinas, California with opportunity to work from home

**Start date:** Immediate

**Hours:** 5-10 hours per week; schedule flexible with occasional in-person meetings scheduled during standard business hours (M-F 8:30 AM to 5:00 PM)

**Status:** Non-exempt

**Reports to:** Operations Manager

**Travel:** Some travel may be required to support organization's major events (currently 3 events/year)

### Essential Functions

#### Office Administration

- Regularly and accurately enter all information and updates in member database
- Assist operations manager with processing and responding to weekly mail
- Perform database maintenance to ensure record accuracy
- Assemble and deliver marketing information to member database
- Provide support with event and meeting preparation

- Assist in scheduling meetings, including board meetings

#### Accounting

- Enter donations into donor database
- Create and mail donor receipts
- Assist Operations Manager in tracking outstanding donor pledges
- Assist in monthly accounting reporting

#### Patient Care

- Support Programs Manager and Operations Manager with responding to patient requests as assigned

Other duties as assigned.

#### **Required Skills & Abilities**

As this position will be at the core of our administrative processes, the ideal candidate will be highly detail-oriented with a professional demeanor and passion for organization. All of our staff must communicate on a regular basis with our patient community, vascular surgeons, biomedical industry leaders, and research and education professionals, so the right person for this job will possess strong, clear communication skills and the proven ability to successfully communicate with all levels of professionals.

Additional required skills and experience include:

- AA or Bachelor's degree (achieved or in progress) or equivalent work experience
- 2+ years of administrative assistance work within a professional environment
- Advanced skills in Excel, Word, Outlook and database management
- Strong problem-solving skills
- The ability to work independently as well as contribute successfully within a team environment
- Strong Internet use and research skills
- General office maintenance experience
- Customer service experience

Pay Rate and Employee Benefits: Vascular Cures offers competitive pay based on candidate's experience and education. We seek to honor employees with flexible hours, paid pro-rated time off and holidays for part-time employees.

How to Apply: qualified individuals should submit their resume and cover letter to the Vascular Cures Operations Manager, Katelyn Jackson, via email at [katelyn@vascularcures.org](mailto:katelyn@vascularcures.org).

*Vascular Cures is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.*