EXECUTIVE ADMINISTRATIVE ASSISTANT /
PROJECT COORDINATOR
JOB DESCRIPTION

Job Summary

Cushing's Support and Research Foundation (CSRF) is seeking a dynamic, organized professional to join our team to support the growth and needs of the Cushing's community. The ideal candidate will have non-profit experience and be passionate about supporting the CSRF mission. Title to match experience and best fit.

Applications accepted December 3, 2024 through 8:00am EST on Wednesday, December 18, 2024
Hourly Compensation: $20/hour; 10-20 hrs/week
Location: Fully remote, US based, no travel expected

Key Responsibilities

Patient Support and Ongoing Administrative Tasks
- Respond to certain emails, requests for information, phone calls, and Zoom meeting requests
- Perform certain monthly and annual tasks and reviews ex. monthly doctor recommendation uploads to website, donation acknowledgements
- Write short articles or assemble lists or other data for monthly or larger print newsletters

Special Events and Social Media Support
- CSRF-built conferences and meetings - manage attendees, cancellations, deadlines, forms
- Patient Dinner Series - guest management and communication, social media posts
- Cushing's Awareness Month (annual) fundraiser - participant and prize management
- Patient Advisory Committee - collaborate / support other initiatives throughout the year
-Social Media - create and schedule posts using prompts but also your original content is encouraged

Website and Salesforce
- Use WordPress to update the CSRF website with news, events, archives, patient stories, and other content
- Perform certain Salesforce database tasks and help ensure records remain up to date

Patient Registry Support (future)
- Monitor patient Registry inbox and distribute inquiries to the appropriate CSRF personnel
- Support the promotion of the Registry to attract new participants and liaise with the National Organization for Rare Disorders (NORD) on technical issues

Qualifications
- 2+ years experience volunteering and/or working with a non-profit, preferably in more than one type of role
- Excellent written, communication, and organizational skills
- Ability to thrive when working independently and managing multiple tasks
- Passion for supporting patients with rare conditions
- IT Capabilities Prioritized: WordPress, Salesforce, Excel, Canva or higher graphics, and Google Drive

Experience in the rare disease space is a strong plus. This position reports directly to the President.

How to Apply
Interested candidates should fill out an application and attach their resume no later than 8:00am in the Eastern Time Zone (EST) on Wednesday, December 18, 2024.