



*Serving Families With Special Needs*

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**Position:** Operations Assistant

**Pay Classification:** Full-time Non-Exempt

**Reports to:** President & CEO

**General Description:** The primary objectives of this position are to assist in all aspects of Special Reach operations including, but not limited to administrative, programmatic, and fundraising support.

**Qualifications and Competencies:**

- College graduate preferred
- 1-2 years of work experience preferred
- Experience with Microsoft Office suite (Power Point/Excel/Word/Publisher) and Google suite (including google drive)
- Ability to complete basic clerical skills, such as file maintenance, creating labels, typing, document scanning, etc.
- Strong work ethic
- Excellent Professional conduct
- Outstanding communication and organizational skills

**Responsibilities:**

- Working as an assistant and liaison to Special Reach leadership team, program staff, donors and volunteers.
- Assist with administrative work and program duties.
- Attend all programs (including resource fairs) for administrative and hands-on assistance including some night and weekend events.
- Assist with preparation for all events including, but not limited to, ordering supplies, running errands, preparing participant and volunteer rosters, preparing supply bins, inventory of items from storage unit, etc., setting up/breaking down at events, assisting with volunteer assignments and fundraising events.
- Maintaining confidential donor, staff, and participant information and processes.
- Assist with fundraising initiatives and updating newsletter.
- Appropriately represent Special Reach including having a compassionate heart toward children with special needs and a commitment to the mission of Special Reach.

**Physical Requirements:**

- . Must be able to perform all required job tasks in a climate-controlled office and outdoors exposed to changing weather conditions.
- . Must be able to lift and move up to 30lbs.

**Compensation:**

- . Medical Insurance
- . Hourly - \$18/hour
- . Paid Time Off
- . Retirement Benefits

**Qualified applicants send cover letter and resume to Samantha Buzonas  
at [special.reach@gmail.com](mailto:special.reach@gmail.com)**