



## **Executive Assistant (Part-Time, Hourly)**

### **Job Description**

The Alabama Interfaith Refugee Partnership (ALIRP) is a 501(c)(3), non-profit organization based in Birmingham, AL. ALIRP seeks a creative, detail-oriented, and strategic problem-solver to help execute and support the organization's internal operations and internal/external communications, including email, website, print materials, social media, and online communication. The individual will also assist in promoting events and perform other administrative tasks as needed. Qualified applicants must have strong graphic design and writing skills and should be able to manage multiple projects and work well both independently and in a collaborative team environment.

### **Required Qualifications**

- High school diploma, GED, or bachelor's degree
- 18 years of age or older
- Eligible to work in the United States

### **Preferred Qualifications**

- A bachelor's degree in graphic design, marketing, or communications, or the equivalent in education and experience
- Some experience with the immigration, refugee, asylum-seekers, or the Hispanic communities in the US
- Working knowledge of the following software and applications: Canva, MailChimp, Microsoft Office (including Word & PowerPoint), Social Media (including Facebook, Instagram & Twitter), Weebly, Google Drive / G-Suite products.
- Intermediate/ Fluent Spanish Language

### **Essential Duties and Responsibilities**

- Manage calendars for staff and board members.
- Manage Zoom Meetings and Links to Calendar Invites
- Provide both design and writing assistance for staff, volunteers, and donor communication tools including but not limited to training guides, event branding, newsletters (both electronic and print), website, fundraising, and advertising needs.
- Assist in the management of the organization's primary email account.
- Provide design assistance for program and organizational publications and events.
- Assist in media and press relations and in social media strategy and implementation.
- Assist in event coordination and marketing.



- Managing the ALIRP website, which includes creating a variety of content, ensuring that the site is fresh and timely, accurate, representative of many bodies of work, and engaging to a variety of audiences.
- Coordinating and creating regular, topical, and timely content for the ALIRP blog; working with board members, staff, and volunteers to author blog posts.
- Coordinating the development and dissemination of ALIRP's monthly newsletters and other online outreach strategies.
- Producing videos for social media, events, and other marketing opportunities.
- Developing and compiling monthly reports and web analytics to inform content creation; setting benchmarks and goals to track progress and growth.
- Ensuring cross-departmental collaboration on communications efforts.
- Maintaining and upholding ALIRP's branding and messaging guidelines in all digital and printed materials.
- Other duties as assigned by the Director of Communications or ALIRP leadership.

#### **Other Details**

Status: Part-time Hourly, Entry-level position

Salary: \$15-20 per hour

Reports to: Board President

Location: Hybrid work environment (in-office and remote)

#### **Equal Opportunity Employer:**

The ALIRP hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.

#### **To Apply for this position:**

Send a cover letter and resume to [info@alirp.org](mailto:info@alirp.org) by March 30<sup>th</sup>