

Administrative Assistant Position

Position Description

The Interfaith Peace Working Group (IPWG) is looking for a part time Administrative Assistant (8 hours a week) who would be responsible for the basic administrative tasks of the organization. These include.

- managing and maintaining mailing list
- sending mass mailings by email to IPWG mailing list
- keeping the website updated
- helping with the newsletter
- helping with arrangements for conferences and presentations
- attending monthly IPWG Steering Committee meetings (two hours a month)
- scheduling and managing Zoom meetings
- managing IPWG's Facebook Page and helping IPWG develop a stronger social media presence
- communicate regularly with IPWG leadership by phone, email or text

Requirements

- Good communication and relationship skills
- Collaborative working style
- Good organizational skills
- Overall knowledge of digital technology, including Canva or other similar graphic design software, Mailer Lite, and Squarespace
- Experience with Zoom and other online communication platforms
- Experience with social media platforms, including Facebook and Instagram
- Some experience with a non-profit organization is desirable but not required

Accountability

The administrative assistant will work closely with and be accountable to the IPWG Steering Committee's Executive committee.

Salary

The starting salary for this position is \$25.00 per hour. The position includes two weeks of paid vacation.

Starting Date

February, 2026. The first 30 days will be a probation period when both parties evaluate the relationship.

Please send resume to interfaithpeaceworkinggroup@gmail.com.

This is a remote position.