



Foundation for
Ichthyosis & Related
Skin Types®

Job Title: Part-Time Administrative Assistant (Remote)

Hours: 10–15 hours per week

Reports To: Chief Executive Officer

Location: Remote (US-based)

Position Overview

We are a dedicated non-profit organization working to improve the lives of individuals and families living with a rare genetic skin condition called Ichthyosis. We are seeking a detail-oriented, compassionate, and self-motivated Part-Time Administrative Assistant to support our virtual office operations. This remote role is critical to helping us stay organized, connect with our community, and advance our advocacy, education, and support initiatives.

Key Responsibilities

- **Data & CRM Management:** Maintain, update, and create reports, donor records, acknowledgment letters, and gift tracking within Donor Perfect.
- **Virtual Operations:** Manage the general organizational inbox and calendar, routing inquiries to appropriate team members.
- **M365 Coordination:** Utilize the Microsoft 365 suite to draft emails, generate reports, manage shared files, build spreadsheets and slide presentations.
- **Scheduling:** Coordinate virtual board meetings, committee meetings, and donor stewardship meetings.
- **Communication Support:** Assist in drafting community newsletters, proofreading patient resources, and scheduling updates.
- **Coordination of Offsite Meetings:** schedule and work with hotels to coordinate one day meetings and retreats including room logistics, menu selection and development of materials.

Qualifications & Skills

- **Experience:** 1–2 years of administrative experience, preferably in a remote setting or within a healthcare/non-profit environment.
- **Technical Proficiency:** Proven hands-on experience using Donor Perfect (or a highly similar non-profit CRM) and Microsoft 365 (Word, Excel, Outlook, Teams, OneDrive).
- **Mission Alignment:** Empathy for individuals dealing with chronic or rare health conditions and a strong commitment to our cause.
- **Communication:** Excellent written and verbal communication skills with a professional, empathetic tone.
- **Organization:** Exceptional time-management skills and the ability to work independently without direct daily supervision.
- **Privacy:** Understanding of or willingness to learn basic data privacy standards when handling sensitive health or community information.