

Parkinson's Support Group Asheville

Job Title	Part-time Assistant and Independent Contractor for the Parkinson's Support Group, Asheville, NC
Reports to	The President, and support the Board, and Committee Chairs
Mission	<p>The Parkinson's Support Group is a 501 3 (c) non-profit all-volunteer organization with 250 members, including seven Board members and the Club President.</p> <p>The Group's mission is to educate, assist, and advocate for people with Parkinsons' and to provide socialization through monthly meetings, social activities, exercise, and mentoring programs for people suffering from Parkinsons' disease.</p>

Job Purpose

The purpose of this role is to provide administrative support of approximately 5 hours per week, with a maximum of 20 hours per month. This position will ensure smooth office operations by maintaining member records, ensuring the website is up-to-date, and communicating with the Group President and the Board on a regular basis. For the right candidate, this position offers the opportunity to take on more responsibilities and additional hours, especially with marketing and fundraising.

Duties and responsibilities

- Attend monthly membership meetings at Groce United Methodist Church, Tunnel Road, East Asheville
- Attend monthly Board meetings, typically by Zoom, and take minutes
- Maintain membership records/database, ensuring all member details are up to date (
- Assist, as needed, with the coordination of volunteer activities
- Send out and monitor annual membership dues
- Solicit summaries from volunteer committee chairs and ensure timely updates on the PDG website.
- Liaise with the Treasurer to ensure tax filings are submitted on time
- Monitor comments on Facebook and direct them to the appropriate person/s
- Other duties as assigned

Required Skills

Independent, self-motivated professional with exceptional written and verbal communication skills. Customer service-oriented and a caring attitude. Attention to detail, good organizational ability, and proficiency in Word and Excel. A background in working with non-profit organizations, fundraising, and grant writing would be a bonus, but it is not necessary.

Workplace

The Individual will work from home and must have access to a computer and the internet

Send Resume to: Linda Nelson - Lnelson@toplanahead.com