

PART-TIME OFFICE ADMINISTRATOR 9 HOURS / WEEK (FLEXIBLE HOURS)

The Bay Area Funeral Consumers Association is seeking an independent office administrator for a multi-faceted, part-time position (9 hours/week) with flexible hours. Responsibilities involve maintaining the office; interacting with the public via phone and email; attending Board of Directors meetings; database maintenance; and developing and maintaining a monthly newsletter.

Our ideal candidate will have:

- Experience with or an interest in learning more about death and dying
- Ability and desire to work independently and be productive in a one-person office
- Ability to interact with the public in a sympathetic manner (via phone and email), providing advice and counsel in navigating end of life decisions
- General office experience; organizational and writing skills, and computer skills (Word and Excel)
- Ability to maintain and update the database (we will train in Access)
- Ability to develop a monthly newsletter (we will train in MailChimp)

This position is ideal for a student, retiree, or anyone seeking independent, part-time, flexible work in a very satisfying environment. It offers a great opportunity to use your existing office skills and to gain new skills and knowledge.

If interested, please email resume with cover letter to Margiebr2002@yahoo.com with "BA-FCA Part-time Office Administrator" as the subject line.

Learn more about Bay Area Funeral Consumers Association:
<http://www.ba-fca.org>