



Carolina Resource Center for Eating Disorders Program Assistant

Carolina Resource Center for Eating Disorders (CRC for ED) is the only nonprofit in North Carolina providing education, resources, and support for individuals, families, and professionals concerned with disordered eating and recovery from eating disorders.

The Asheville-based organization is seeking an individual with a passion for and commitment to our mission who will thrive in our small, fast-paced nonprofit setting. This individual will be highly detailed and have excellent communication skills, organizational talents, and an ability to work both independently and collaboratively. This support position will range from 15-20 hours per week, is primarily virtual with some in-person commitments, and reports to the Executive Director.

Duties may include but are not limited to:

- Update and maintain calendar listings, media contact lists, venue spreadsheets, and other resources
- Help with volunteer management, interviewing candidates and coordinating them with the appropriate program, committee, and/or volunteer opportunities
- Assist ED with Helpline calls, providing clients with resources and referrals, and documenting communications
- Enter emails into newsletter program and merge quarterly
- Maintain filing system resources
- Support ED with internal and external communication, including to staff, organizational leadership, volunteers, and the community
- Support the management of the CRM program and maintain additional databases as requested
- Assist with management of virtual Adult Support Group
- Manage Zoom conference reservations
- Support committees, BOD, and Exec. Dir. with programming and events as requested
- Support Exec. Dir. with education/outreach programming by developing and coordinating outreach opportunities. Potential to take on additional responsibilities as position grows
- Resource development support
- Prepare materials for outreach and events
- Prepare grant subcommittee reports for BOD and FRC meetings and a bimonthly PA report for the BOD meeting

Skills and Attributes:

- Excellent written and verbal communication skills
- Ability to initiate and complete tasks independently
- Ability to follow through with assigned tasks, ask for clarity when needed, and communicate directly regarding obstacles to task completion
- Excellent organizational and follow-up skills
- Ability to multitask and continually prioritize according to deadlines, importance, and relevance
- Have a keen eye for detail in all tasks they complete
- Computer savvy with an ability to self-train and quickly learn new programs
- Have strong inclination for customer service and professionalism
- Be collaborative and have leadership skills
- Problem solving ability and good reasoning
- Ability to handle sensitive information and honor our confidentiality policies
- Ability to work with others and accept constructive feedback
- Must be flexible and adaptable
- Must be open to learning and aligning with the CRC for ED mission, values, guiding principles, and messaging
- Must be willing to follow and implement organizational policies and systems
- Knowledge of Google Suite, Zoom, Mailchimp (or similar newsletter system), and/or Canva is a plus

Education and Qualifications:

- Bachelor's degree or the equivalent in experience and skill
- Two or more years of office/administrative experience (may include working as an intern or in a nonprofit organization while completing college/university)

Rates/Commitment:

- Hourly pay starting at \$12/hr
- 15-20 hours/week, flexible schedule with some set hours
- Primarily virtual with some in-person commitments
- Potential for future growth of this position