

## **NC Health News - Administrator Job Description: Feb, 2018**

We are looking for someone based in the Triangle who can work 6-8 hours/ week.

Accounting - familiarity with Quickbooks preferred, if you don't know QB, you need to be willing to learn it. This includes: invoicing, tracking payment etc.

Donation management: Monitor comments, track gifts, prepare donor receipt letters, data entry/ maintenance of CRM/ customer relationship management software.

Data entry and maintaining contacts lists and spreadsheets. Excel experience preferred.

Knowledge of Adobe Photoshop and Illustrator preferred.

Assist in preparing financial statements/ documents for board meetings, funders etc.

Helping us prepare us for an audit.

Maintaining and upgrading files, both physical and digital.

Communications: monitoring inquiry emails and directing to appropriate person.

Some general website monitoring/ maintenance. Knowledge/ experience with WordPress preferred.

Mailings - Postage/ mail management

Monitoring and preparing reader analytics reports.

Current drivers license a must. Must be willing to work occasionally at the Chapel Hill home of editor, Rose Hoban (worksites include five steps to enter), run errands to post office, office supply store, etc. Requirements for this position include driving, being able to lift 25 lbs on occasion.

Competitive hourly salary.

Submit cover letter and resume to editor AT [northcarolinahealthnews.org](http://northcarolinahealthnews.org)  
If you call **you will not be considered**. Emails only.

NC Health News is an equal opportunity employer.