

WARRIORWriters

Title: Operations and Outreach Coordinator for Warrior Writers

Overview: Warrior Writers immediately needs a part-time operations staffer in the Philadelphia area to assist the Executive Director. The staff member may work remotely at times but all applicants must be able to work on-site in Philadelphia. The hours would be 10 per week, with the possibility to move up to 15/20 per week, depending on a change in funding/budget. The pay is \$15 per hour, with no benefits at this time. If interested send references and resume by July 31 EOB, to info@warriorwriters.org. Position will begin August 14. Occasionally, one must work evenings/weekends and travel on weekends.

Warrior Writers is a community of military veterans, service members, artists, allies, and healers dedicated to creativity and wellness. We use writing, painting, photography, and a host of other mediums to reflect on our experiences and express them creatively. Warrior Writers is a national non-profit organization, based in Philadelphia, with members and activities across the country. We are searching for a candidate aligned with our mission and values - we need an operations professional with experience that respects being a member of a team while understanding when to take the initiative and lead. The ideal candidate is detail-oriented, efficient and has pride in their ability to handle and prioritize multiple functions - communications, bookkeeping, and logistics chief among them. At the same time, we are seeking someone that wants to help transform our organization for the better to support veterans in the discovery of the arts as a tool for change.

Responsibilities Include:

Communication support:

- Respond to all general inquiries made through our social media channels (FB, Insta) and through the WW email
- Add new contacts to Mailchimp database
- Assist the Executive Director in communicating & coordinating with members, trustees and prospects including representing WW at local events

Logistical support:

- Support the ED in tasks like shipping material, making as needed travel arrangements, reserve locations and equipment, and acquiring project equipment/supplies

Accounting support:

- assist the ED in processing invoices, reimbursement requests, credit card reconciliations, and compiling cash flow reports

Job Requirements:

- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel, as well as gmail and google docs
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills (written and verbal)
- Superior organization skills and dedication to completing projects in a timely manner
- Prior administrative and operations experience
- Excellent computer skills, especially typing
- Experience with social media tools (Facebook, Instagram, Twitter, etc.)