

GREATER STONEGATE VILLAGE EXECUTIVE ADMINISTRATOR JOB ANNOUNCEMENT

The Greater Stonegate Village, located in zip code 20905, has an immediate opening for an Executive Administrator. This is a part-time (up to 15 hours per week), work from home (must be available to attend virtual meetings **during the day** as well as occasional in-person meetings and Village events), paid position to support the operations of the Village. Candidates should have good writing, organizational, and people skills. A working knowledge of technology tools such as Word, Excel and Power Point; on-line applications, such as social media sites, the Village web site, etc. is **a must**. Experience working with community nonprofit groups is **a plus**. The Greater Stonegate Village is an intergenerational, nonprofit 501(c)3 organization of neighbors helping neighbors, focusing on our neighbors who are seniors and want to age well in their own homes and stay engaged in our community

EXECUTIVE ADMINISTRATOR JOB DESCRIPTION

The Executive Administrator (EA), a part time position, will report directly to the President of the Board of Directors of the Greater Stonegate Village (GSV) and will coordinate with Committee Chairs to assist on projects related to Programs, Membership, Volunteers, Services, Website, and Communications.

The EA will:

- Collaborate with the GSV Program Chairperson, including assisting with planning and implementation of educational and social events. Duties to include: recruiting speakers, advertising events on multiple platforms, keeping track of registrants, setting up and managing Zoom meetings, coordinating with the speaker.
- Distribute a monthly GSV newsletter as well as Weekly Announcements in order to publicize upcoming events and to keep membership informed of Village activities and relevant information from Montgomery County. The EA will be responsible for collecting articles and news, organizing the content, formatting and creating the newsletters and announcements, and distributing them to the appropriate audiences.
- Maintain and keep the GSV website, Facebook page and public calendars up-to-date.
- Assist the Membership Chair with recruitment and retention activities and will maintain existing member and volunteer files.
- Assist in the provision of services to members, by acting as backup to the member holding the GSV phone, in order to respond to service requests, scheduling them and ensuring that member needs are satisfied.
- Assist the Volunteer Chair in recruiting and training volunteers.
- Attend monthly Board of Directors meetings and assist with note taking. The EA may also be asked to attend meetings held by the Montgomery County Village Coordinator and by the Washington Area Village Exchange.
- Assist the President with planning and organizing the annual GSV meeting.
- Research and provide information about donor and grant opportunities to the Board of Directors and will assist with grant applications when opportunities are identified. The EA will also perform other functions that may be requested related to fundraising.

The EA is required to be familiar with the most commonly used office computer software such as Microsoft Office, Google Docs and Drive, Mailchimp, and listservs in order to distribute information to the Board of Directors, to members and volunteers as well as to be able to assist with other administrative tasks that may be requested.

Currently, all duties are performed remotely and virtually but the incumbent does need to be available to the President and Committee Chairs, by phone or email, during the day when needed and when social and educational events are again planned, the EA may be asked to attend in person.

RESUMES

Resumes should be sent by email to Geri Cooperman at gcooperman@aol.com

(Please put “Executive Administrator” in the subject line)

or by regular mail to P.O. Box 10009, Silver Spring, MD 20914.