

Administrative Support

The Nepal Youth Foundation is growing, and we need a skilled and dedicated Administrative Support staff person 15-25 hours per week.

This member of our team primarily helps ensure accurate and timely processing of donations into our database and generates letters thanking donors. Strong computer skills (particularly Word & Excel), excellent problem-solving ability, and attention to detail are critical. Experience with eTapestry database is ideal, but training is available; the job responsibilities can expand with experience.

The position is available immediately as either a short-term temporary position or permanent part-time. The hourly rate is commensurate with experience, the number of hours per week can be negotiated for the right candidate, and some benefits apply.

Our small office, based in Sausalito, has a huge mission - supporting hundreds of children in one of the poorest countries in the world. www.NepalYouthFoundation.org For a more complete job description, please email: Neela@partnersinprogress.us.