



Administrative Assistant, Part-Time

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DemoChicks is seeking a highly organized and detail-oriented **Administrative Assistant** to provide crucial support to the Director of Special Projects. You will play a key role in supporting our fundraising goals and executing our new program “Build Girls Up”, which focuses on empowering female youth in careers of Architecture, Construction and Engineering.

This is an excellent opportunity for an individual to contribute to an organization focused on **youth development, education, and capacity building**.

Compensation:	\$18 - \$25 per hour, depending on experience
Schedule:	Part-Time, approximately 10 hours per week , with some required weekend work for program events
Location:	Long Beach CA
Reporting to:	Director of Special Projects

Key Responsibilities

The primary function of this role is to handle **clerical and administrative tasks**, allowing the Director to maintain a high-level focus on strategic functions, major grant writing, and cultivation.

1. Fundraising Support (A core function):

- **Application Assembly:** Compile required attachments and materials for grant proposals.
- **Prospect Research:** Research and identify 15-20 mid-level foundation prospects whose mission aligns with youth enrichment and gender equity.
- **Data Management:** Log grant deadlines, eligibility requirements, and create/maintain an organized grant file system and calendar.
- **Donor Administration:** Handle donor acknowledgment and record all grant outcomes, payment dates, and reporting requirements in the database.

2. Program and Event Logistics:



- **Workshop Logistics:** Coordinate logistics for launching and hosting **Middle School Workshops**, including materials preparation, attendance tracking, and facility costs.
- **"Spotlights" Series Support:** Schedule and manage logistics for industry interviews, support recording logistics, and draft social media posts.

3. General Administrative Support:

- **Reporting:** Assist in preparing Board packets for organizational leadership.
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Qualifications

- Proven ability to manage repetitive administrative tasks accurately and efficiently.
- Exceptional organizational skills and meticulous attention to detail.
- Proficiency in setting up and maintaining digital file systems and calendars.
- Comfortable working independently and managing deadlines under the direction of a supervisor.

Note: This position is crucial for the successful execution of the organizational plan and will be hired and onboarded during the first week of November 2025.