



Job Description: Administrative Assistant**Reports to: DAANA Board of Directors**

We have an opening for a part-time administrative assistant to help manage our day-to-day operations. Responsibilities include functioning as gatekeeper, basic bookkeeping, arranging meetings, keeping and filing meeting minutes, maintaining other necessary documents, managing social media etc.

We estimate 10-12 hours of work per week.

Salary will be \$12-20/hr., negotiable and commensurate with experience and credentials.

To apply please send your resume and cover letter to us at DAANABOD@gmail.com.

Please visit our website to learn more about us and our activities www.daanadcms.org.

Deccan Alumni Association of North America (DAANA) is a 501 (c) (3) non-profit organization registered in the state of Virginia but with operations all across the US and abroad. Our members are alumni of Deccan College of Medical Sciences which is located in Hyderabad, India.

Our mission is to foster collaborative relationships between alumni of Deccan College of Medical Sciences through educational and cultural programs and to help the underprivileged through philanthropic activities.

Our organization was launched in 2016. We offer mentorship and career guidance as well as financial support to deserving alumni of DCMS. We have undertaken humanitarian and medical missions in Bangladesh and India. We have helped with disaster relief in areas affected by hurricanes in the US.

Our alumni body organizes reunions and CME meetings in the United States, India and other places. In the upcoming years we plan to expand our footprint both in the United States and abroad.

We have several committees catering to specific needs of our alumni body. We have a strong social media presence and our main means of communication are through WhatsApp, Facebook, DAANA website, electronic newsletters and word of mouth.

We have a sister organization in India (registered NGO) called Deccan Alumni Association (DAA).

Essential functions of Administrative Assistant:

- Perform basic bookkeeping
- Prepare for Board of Directors meetings, printing agenda, maintaining meeting minutes and other documents
- Function as a liaison for various DAANA committees
- Serve as gatekeeper for our various social media platforms
- Basic website management
- Maintaining and managing donor database
- Assisting with electronic newsletters
- Assisting with donor communications and public relations
- Coordinating bulk mailings and communication
- Maintaining confidentiality as and when required

Qualifications:

- College degree preferred
- Prefer prior experience, nonprofit experience a plus
- Good references
- Strong communication skills, both written and oral
- Multitasking skills
- Proficiency with Microsoft word, spreadsheets, databases, newsletters

Deccan Alumni Association of North America (DAANA) is an equal opportunity employer.