



### **Position**

#### **Office Assistant, Staying Put in New Canaan, Inc.**

Staying Put is seeking a part-time, in-person Office Assistant for approximately 10 hours per week (3–4 mornings) in our New Canaan office.

The ideal candidate will have exceptional communication, computer, and organizational skills. This position reports directly to the Executive Director.

Founded in 2008, Staying Put in New Canaan, Inc. is a member-based, volunteer-supported non-profit organization helping older New Canaan residents live confidently at home and stay engaged in the community by providing practical services and social connections.

### **Responsibilities**

- Greet visitors and answer phone calls in a professional and welcoming manner, providing assistance for a variety of needs
- Communicate with members regarding services and events
- Maintain and update Staying Put's member database and Assisted Rides program
- Update and maintain Staying Put's website
- Prepare and distribute clear, professional communications (for members, volunteers, community partners, and supporters), including print and digital event materials, announcements, social media content, and press releases
- Provide support for fundraising activities, including producing reports and mailing lists, coordinating solicitation mailings and event sponsorships, and processing gift acknowledgments

### **Qualifications**

- Bachelor's degree required
- Minimum of 3 years of professional experience
- Excellent inter-personal skills; team-oriented, strong communicator and relationship-builder, with a calm, patient demeanor and sound judgment
- Outstanding time management, multitasking, and organizational skills
- Strong computer proficiency and ability to learn new platforms quickly
- Experience with social media platforms
- Familiarity with the New Canaan community is a plus

### **Compensation**

Compensation is commensurate with experience and is expected to range from \$23 to \$25 per hour.

### **To Apply**

Please submit a cover letter, including your salary requirements, and résumé to [director@stayingputnc.org](mailto:director@stayingputnc.org).