**Care4Carolina Administrative Assistant**

**Seeking part time, short term contractor to assist with general administrative tasks for an issue-focused coalition campaign. The contractor should have experience performing a variety of administrative functions in a virtual environment. A qualified applicant does not need to possess any issue knowledge, but should be committed to the cause of closing the health insurance coverage gap in North Carolina.**

Responsibilities include:

* Compile invoices and expense receipts; prepare monthly expense allocation report
* Provide technical assistance in hosting virtual meetings, forums and briefings
* Assist in scheduling meetings and calls; send reminders as appropriate
* Prepare and compile documents for meetings
* Organize and maintain shared virtual platforms (google drive folders, etc.)
* Prepare mailings
* Additional administrative duties as assigned

**10 Hours per Week; $15.00 per Hour**

**Temporary: April 12, 2021 – July 30, 2021**

**Persons interested opportunity should send a resume to Care4Carolina Director, Erica Palmer Smith at** [**erica@care4carolina.com**](mailto:erica@care4carolina.com)**.**