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Marian Fischer Pearlman

**Team Up Philly
Administrative Assistant, Part-time
October 15, 2010**

Job Description

Team Up Philly is a non-profit organization founded in 2006 to empower girls in under-served Philadelphia neighborhoods to lead healthy, confident, and successful lives. Our team: staff, Board of Directors, volunteers, and supporters, works together in a collaborative and transparent way to achieve our mission. We are committed to making our work together a rewarding growth opportunity for all involved.

Team Up Philly seeks a part-time candidate who aligns with our mission, vision, and values. They should share our sense of purpose, and a passion for making a difference in the lives of girls and families in our programs.

They should have experience in office management and the ability to collaborate and communicate effectively with the TUP community: Board of Directors, staff, coaches, volunteers, participants and their family members. The Administrative Assistant should be willing to work in a flexible manner, as necessitated by annual events and projects. The ideal candidate will have strong organizational skills, the ability to multi-task, and have excellent attention to detail.

The Administrative Assistant will support the Executive Director and the Associate Director as well as work with the Finance/Development Committee of the Board of Directors. They will assume primary responsibility for database and light book keeping activities.

Estimated time: 2 days per week/12-15 hours

Salary: commensurate with experience

Start date: Early- to mid-November



Office Administration

- Order supplies necessary for the function of the office
- Filing, organization and maintenance of office files
- Prepare and distribute materials for quarterly and annual board meetings
- Maintain timeline of in-service duties
- Maintain accounts and passwords

Financial Administration

- Manage and pay bills
- Prepare checks for approval and signature by Executive Director
- Enter weekly activity into Quickbooks
- Maintain database with contributions received
- Coordinate information sharing with the Treasurer and assist in financial reporting
- Prepare expense reports

Fundraising Administration

- Maintain donor information within database
- Print letters, distribute letters, and prepare thank-you letters for annual appeal and throughout the year
- Prepare financial reports needed for grant applications and grant reporting
- Maintain calendar of grant requests and reports and assist with coordinate grant applications and reports.
- Assist with the Annual Event
 - Printing envelopes, event materials, invitations, solicitations
 - Promote event (email blasts, blog posts)
 - Maintain event information and results
 - Organize and manage volunteers
 - Support Committee efforts

Program Administration

- Order supplies necessary for program operation
- Maintain active clearances of personnel (employees and volunteers)
- Track hours, compensation and expenses of coaches and hours of volunteers
- Prepare and send forms to participants, track participant forms
- Assist with camp forms, registration and completion.

**Please email resumes and cover letters to Marian Pearlman, Executive Director:
marian@teamupphilly.org**