



Massachusetts ME/CFS & FM ASSOCIATION

EDUCATION, SUPPORT & ADVOCACY SINCE 1985

Administrative Assistant

September 19, 2021

Description: The part-time Administrative Assistant (AA) will provide clerical, bookkeeping and communications support to the Board of Directors of the Massachusetts ME/CFS and FM Association (MassME). This is a new position that will help us to better serve the needs of individuals with ME/CFS and related illnesses, which now include long-COVID. All work will be conducted remotely. It is anticipated that the level of effort will be 20-25 hours/week, including some weekend and evening meetings.

Responsibilities:

- Clerical
 - Prepare agenda and record minutes of monthly board meetings and occasional special meetings (all meetings are evenings or weekends);
 - Maintain digital files and to-do lists related to board activities;
 - For support group meetings and events:
 - assist with scheduling;
 - manage registrations;
 - serve as “behind the scenes” host making sure Zoom (or Google Meet video) works for each meeting (some meetings are on weekends or evenings).
- Bookkeeping
 - Enter donation and expense transactions, provided by the treasurer, into QuickBooks on-line (flexible, at your convenience).
- Communications
 - Prepare and distribute:
 - Monthly newsletter by compiling and editing information provided by board members and by monitoring our social media (flexible, at your convenience);
 - Occasional special communications.

Qualifications:

- Prior experience in office administration or clerical support to a non-profit board of directors;
- Familiarity with, or demonstrated ability to learn basic functions of, Google Docs, QuickBooks online, Joomla content management system and CiviCRM customer relationship management system, Zoom or Google Meet;
- Experience with or knowledge of challenges faced by individuals living with chronic illness;
- Strong written and oral communication skills;
- Excellent time management skills.



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Compensation:

- \$25/hour;
- Flexible hours;
- Paid training time;
- Healthcare reimbursement account (HRA) contribution;
- Potential for growth into full-time program management position.

About MassME:

Website: massmecfs.org

Facebook: [@massMECFS](https://www.facebook.com/massMECFS)

To Apply: Please send a resume and a brief description of why you are a good fit for this position to Phil Chernin, philc@massmecfs.org.