



## **Part-Time Remote Administrative Assistant**

### **Job Description**

Populace Community Strategy is seeking a detail-oriented and organized individual to join our team as a part-time remote administrative assistant. This role is essential in supporting our team's efficiency and productivity. **Salary** is \$25/hr. 30-35 hrs/wk.

### **Responsibilities:**

- **Calendar Management:** Manage and coordinate schedules for multiple team members, including scheduling meetings, appointments, and travel arrangements.
- **Email Management:** Handle email correspondence, including filtering, prioritizing, and responding to inquiries as needed.
- **Data Entry:** Accurately input and maintain data into various software systems and databases.
- **Document Management:** Organize and maintain electronic and physical files.
- **Project Support:** Provide administrative support for ongoing projects as needed.
- **Travel Arrangements:** Coordinate travel arrangements, including booking flights, hotels, and ground transportation.
- **General Administrative Tasks:** Perform other administrative duties as assigned, such as preparing expense reports, ordering office supplies, and providing meeting support.



**Qualifications:**

- Strong organizational and time management skills
- Excellent attention to detail and accuracy
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Flexibility and adaptability to changing priorities
- Positive energy and demeanor

**Preferred Qualifications:**

- Experience with project management software
- Experience in a consulting or professional services environment

This is a part-time remote position with flexible hours. The ideal candidate will be self-motivated, able to work independently, and possess strong problem-solving skills.

If you are interested in this position, please submit your resume and cover letter to [hello@populacecommunity.com](mailto:hello@populacecommunity.com).