



## **Part-Time Administrative Assistant**

**Organization:** National Association of Women Business Owners (NAWBO) Columbus

**Location:** Remote + various event locations in the Columbus Metro area.

**Hours:** Up to 20 hours per week

**Compensation:** Based on qualifications

### **About NAWBO Columbus:**

NAWBO Columbus is a dynamic membership organization dedicated to empowering women business owners through advocacy, education, and networking. We are seeking a detail-oriented and proactive **Part-Time Administrative Assistant** to support our operations, membership engagement, and events.

### **Key Responsibilities:**

- Provide administrative support to the Chapter Manager, President, Board of Directors, and committees.
- Manage emails, calendar scheduling, and member communications.
- Assist with event planning, registration, and coordination.
- Maintain and update membership records in our database.
- Develop and manage special projects.
- Support marketing efforts, including social media updates and newsletters.
- Handle general inquiries and provide excellent customer service to members.

### **Qualifications:**

- Previous administrative or office support experience (nonprofit or membership organization experience a plus).



- Strong organizational skills and attention to detail.
- Experience planning and managing events.
- Proficiency in Microsoft Office (Word, Excel, Powerpoint) and all Social Media platforms.
- Experience with CRM or membership management systems is a plus.
- Ability to set up and run Audio Visual Equipment a plus
- Excellent written and verbal communication skills.
- Ability to work independently and manage multiple tasks efficiently.

#### **Why Join NAWBO Columbus?**

- Flexible, part-time schedule.
- Opportunity to support a mission-driven organization that uplifts women entrepreneurs.
- Work alongside passionate and inspiring business leaders.

#### **How to Apply:**

Interested candidates should submit a resume and a brief cover letter outlining their qualifications to [arien@nawbocolumbusohio.com](mailto:arien@nawbocolumbusohio.com). Applications will be reviewed on a rolling basis.