

*The highest form of
charity is to help people
help themselves...*



Job Posting: Part-Time Administrative Assistant

Location: Remote (Preference for candidates in the Philadelphia area; see below)

Hours: 5–10 hours per week

Compensation: \$20-\$25/hour

About Us

Hebrew Free Loan Society of Greater Philadelphia (HFL) provides interest-free loans to individuals in Philadelphia and surrounding counties in Pennsylvania and New Jersey. Our mission is to enable individuals and families to improve their lives and achieve financial stability while preserving their dignity. We are guided by the core values of **Community, Dignity, and Hope**, and we strive to reflect these values in all aspects of our work.

About the Role

HFL is seeking a detail-oriented and tech-savvy **Part-Time Administrative Assistant** to help us stay organized, maintain our data, and streamline processes to keep our work flowing efficiently. This is a remote position with flexible hours, except for 1–2 hours per week of required availability during regular business hours for staff meetings.

Responsibilities

- **Donor Management:**
 - Maintain donor data, acknowledgements, and reports in Little Green Light (LGL).
 - Create donation forms and landing pages in LGL.
- **Communications Support:**
 - Keep contact lists updated and clean in Mailchimp.
 - Track social media accounts for comments and messages that need responses.
- **Administrative Support:**
 - Assist the Board of Directors and committees with meeting scheduling, report preparation, and communication.
 - Update simple content on our WordPress website.
- **Efficiency Improvements:**
 - Identify opportunities to automate processes and improve workflows.

Qualifications

- **Must-Have Skills and Traits:**
 - Strong proficiency with spreadsheets (Excel, Google Sheets, Numbers).
 - Enthusiasm for efficiency and process improvement.
 - Comfortable learning and researching new software.

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- Integrity and discretion, with a commitment to maintaining client confidentiality.
 - Desire to uphold HFL's values of **Community, Dignity, and Hope**.
 - General sense of empathy and a desire to make a positive impact.
 - Excellent written communication skills, especially via email.
- **Bonus Skills (Not Required):**
 - Data analysis.
 - Eye for design and aesthetic.
 - Knowledge or interest in online fundraising strategies.
 - Social media expertise.
 - Basic HTML or website maintenance skills.
 - Desire to work in a collaborative environment.

Work Environment

- Work is 100% remote.
- You must have your own computer and access to reliable internet.
- Candidates living in our nine-county catchment area (Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties in PA, or Burlington, Camden, Gloucester, and Mercer Counties in NJ) are preferred.

How to Apply

If this sounds like you, we'd love to hear from you! Please complete [this application form](#) and upload your resume. Only candidates who complete the application form will be considered. Applications will be reviewed on a rolling basis until the position is filled.