

## Entry Level Administrative Assistant (Part-Time)

**Location:** In-person - Glendale, AZ

**Hours:** Monday–Friday, 9:00 AM–1:00 PM

**Pay:** \$19/hour; 20-30 hours a week

*Join Packages From Home, a nonprofit dedicated to delivering care and comfort packages to U.S. military members stationed or deployed overseas. Our programs also support Veterans, Military Working Dogs, and Veteran Service Animals—ensuring no one is forgotten at any stage of military life. **As our Administrative Assistant, you'll be part of a tight-knit team that values integrity, initiative, and a shared commitment to serving those who've served and are currently serving in our Armed Forces. This part-time role is ideal for someone who's organized, a clear communicator, tech-savvy, and eager to support meaningful programs that reach service members across the globe.** If you're a college student, stay-at-home parent, retiree, or disabled veteran seeking part-time work with impact, this role would be perfect for you. If that sounds like you, we invite you to submit a cover letter and resume.*

### What You'll Do

- Greet and onboard volunteers by checking them into our CRM, playing an orientation video and reviewing volunteer guidelines before they begin their volunteer tasks.
- Supervise volunteers in simple tasks and answer questions about the organization.
- Respond to emails, voicemails, and social media messages professionally and in a timely manner using templated communications or custom replies as necessary.
- Coordinate with vendors for marketing, office supplies, and staff kitchen needs.
- Sort and distribute mail.
- Support internal communications by sharing information with appropriate stakeholders in a timely manner.
- Enter and update data in our CRM software, documenting donations and interactions with volunteers, donors, supporters, military members, and veterans accurately.
- Other projects as assigned by the Executive Director.
- Support planning, logistics, and execution of on-site and off-site events.
- Pick up donations from Donation Drop Sites.

### Evening and Weekend Events, Out-of-State Travel, Seasonal Work

- Occasionally (about once per month) assist during evenings or weekends with 2–3 weeks' notice.
- Must be available for out-of-state travel for 4 days in November for a major Veterans Day event (non-negotiable).
- 30 hours of work available during busy season Q4 (October, November, December).

### What You Bring

- Strong computer skills and a quick learning curve with digital tools
- Clear, professional communication
- Detail-oriented and proactive work style
- Valid driver's license and eligibility to work in the U.S.
- Ability to lift up to 30 lbs and pass a background check and drug test

### Bonus Points If You Have:

- Experience in or a passion for marketing, customer service, sales, or design.
- Veteran status or familiarity with military culture.

### Benefits

Packages From Home offers paid time off for all federal holidays observed by the organization. In 2025, this includes New Year's (January 1–2), Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous Peoples' Day, Thanksgiving Break (November 25–28), and a Christmas/New Year Break (December 24–January 2). Additional paid time off is not currently offered, but unpaid time off may be requested in advance and is subject to approval.