



Job Description – Staff Assistant

The Appendix Cancer Pseudomyxoma Peritonei Research Foundation (ACPMP) has an opening for a part-time Staff Assistant to support day-to-day operations of this small non-profit organization.

Schedule: This is a 20 hour per week position, Monday through Friday during daytime hours

Location: This position is fully remote; staff coordinates by phone, email and Zoom

Compensation: \$15.00 - \$18.00 per hour depending on qualifications

Reports to: Chief Operating Officer

Qualifications: Associates or bachelor's degree preferred. Minimum two years related experience including proficiency with Microsoft Office, spreadsheets, data entry, and database software (CRM). Nonprofit experience preferred.

To apply please send a resume and cover letter to info@acpmp.org.

Organization Description:

The ACPMP Research Foundation is an IRS-designated 501(c)3 charitable organization (EIN: 26-2890160). The Foundation was created in 2008 by a community of individuals affected by Pseudomyxoma Peritonei (PMP), Appendix Cancer, and related Peritoneal Surface Malignancies. ACPMP is dedicated to (1) funding research to find a cure for PMP and Appendix Cancer, and (2) funding educational programs to educate physicians and patients about these diseases.

Job Responsibilities:

1. Data Processing and Management

- Track donations in CRM and manage donor database
- Prepare and distribute donor receipts (Word/Excel)
- Prepare and distribute donor acknowledgement letters and related communications (Word/Excel)
- Update memorial/honorary tributes on website (maintained in Excel)
- Assist staff with end of year grant naming process and notifications (Word/Excel)
- Assist with data integrity – matching donations
- Organize and manage electronic files (Google Drive)



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2. Marketing

- Assist staff with management of Google Ads
- Maintain social media calendar and assist with social media content
- Prepare donor communications
- Maintain / update patient resource materials

3. Finance

- Track and coordinate payment of bills
- Track vendor accounts and contract expiration dates
- Coordinate staff expense reimbursements
- Track income from online store

4. Other

- Manage state-level charitable and corporate registrations
- Manage web domains and renewals
- Assist staff with educational and fundraising event planning and execution
- Coordinate regular staff meetings and assist staff with scheduling
- Cover phone/email when other staff traveling/off
- Assist with state HR requirements, payroll and employee tax form preparation

Skills and Abilities Required:

- Excellent verbal and written communication skills
- Strong organizational skills with the ability to multi-task
- Quick learning curve
- Eager to learn new skills and enjoy variety and diversified work
- Ability to follow oral and written instructions and the ability to tend to details
- Ability to maintain records
- Skill in proofreading and formatting documents
- Highly proficient with Microsoft Office (Word, Excel, and PowerPoint)
- Ability to work both independently and cooperatively
- Skill in developing and maintaining relationships both internally and externally
- Excellent interpersonal skills and a collaborative work style, comfortable working as part of a small, hard-working team
- Personal connection to appendix cancer/pseudomyxoma peritonei preferred but not required