The Congenital Heart Walk (CHW) program is seeking a part-time Congenital Heart Walk Administrative Assistant. CHW is currently in its eight year and is growing quickly in both size and scope. For 2017, CHW events are taking place in more than 30 cities across the United States, engaging thousands of volunteers, walkers and supporters, and raising over $2 million. The program is a partnership between The Children's Heart Foundation (CHF) and the Adult Congenital Heart Association (ACHA), with the goal of raising awareness around congenital heart defects, the most common birth defect in the country. CHW brings together patients, families and medical professionals to connect locally, increase the profile of this important issue, and raise vital funds for research and programming aimed to educate, support, and advocate for the congenital heart disease community.

Position Summary:

The CHW Administrative Assistant will provide essential administrative support to the national Congenital Heart Walk (CHW) program. The CHW Administrative Assistant will be supervised by the CHW Coordinators and will be an employee of ACHA, which is located in Philadelphia, PA.

Job Responsibilities:

- Ensure accurate and timely processing of all donations and sponsorships related to the national CHW program, which includes pre-walk, day of, and post-walk donations and walker registrations.
- Prepare financial deposits in collaboration with Finance Manager.
- Maintain a comprehensive database that includes all donations and sponsorships also perform ongoing maintenance to ensure database health.
- Assist with answering incoming calls to the CHW national office.
- Answer emails at info@walks address
- Support CHW staff with meeting and travel coordination.
- Conduct regular reports for ACHA and CHF leadership and walk site leaders.
- Maintain accurate files and event lists that are made available for ACHA and CHF access.
- Handle all shipments of materials (educational materials, banners, promotional items, etc.) from the national office to each walk event.
- Provide staff support to CHW participants and donors by facilitating questions and troubleshooting user-based website questions and issues.
- Assist with other data management and administrative activities as needed.
**Requirements**
- High school diploma required, Associate’s or Bachelor’s degree preferred.
- 2 to 3 years of experience in a related role is required.
- Ability to multi-task, prioritize and meet deadlines in an independent setting.
- Focus on detail and accuracy of data entry required.
- Microsoft Office proficiency required.
- Donor database proficiency is preferred, specifically Blackbaud’s Team Raiser or Luminate Online.
- Experience with Quickbooks preferred.
- A friendly and calm demeanor suited for customer service.

**Schedule**
Average of 25 hrs per week with flexibility preferred. Work schedule to be negotiated at time of hire.

**Compensation**
This position pays $12-15 per hour depending on experience.

**Anti-Discrimination Policy**
ACHA does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply, including those with congenital heart disease.

**To apply**
Interested candidates must email a formal letter of interest, resume and three work-related references as attached PDF or Word documents to hr@achaheart.org, with “CHW Administrative Assistant” in the subject line. No phone inquiries or mailed applications, please.