Subject: Assistant to the Director Job Opening

Think Responsive (formerly known as Family Health Alliance) is a non-profit organization dedicated to the advancement of women's reproductive health and rights in resource poor environments.

Position: Assistant to the Director

Location: Los Angeles

Job Description: Work closely with the director to assist her in the day-to-day operations. Duties include: general office work, record keeping and accounting, literature research for ongoing and future projects, social media and assistance in writing reports and proposals.

Qualifications: Organizational skills, computer skills including Excel and PowerPoint. Ability to multi-task and to work independently. Social Media knowledge and the ability to research various topics as needed. Interest in the areas of women's reproductive health and human rights is a plus.

Salary: $12-$15/hr based on experience
Hours: 15-20 hours per week. Two days a week will be required in the office while other work can be completed from home. Hours and days are flexible.

Please send a current Resume and a short paragraph about your past experience and why you are interested in this position to Miriam at:
miriamjuarez@familyhealthalliance.org
Think Responsive
6520 Platt Avenue, # 433
West Hills, California 91307

For more information about our organization, please refer to www.thinkresponsive.org

For more information about the Executive Director, please refer to http://www.taranehsalke.com/