



P.O. Box 50960
Palo Alto, CA 94303
bafca.org
office@bafca.org

Title: Office Administrator
Location: Palo Alto (onsite and remote)
Salary: \$18.00/hour
Hours: ~15 hours per week, 2-3 days a week

The Bay Area Funeral Consumers Association (BAFCA), a non-profit organization in Palo Alto, seeks a responsible office administrator for a multi-faceted, permanent part-time position (~15 hours/week; 2-3 days/week). Responsibilities involve maintaining the office and database records; interacting with the public via phone, in person, and email; picking up and handling mail; providing reports to the Board; and carrying out marketing projects such as updating and improving our brochures and surveys, managing the Facebook page, and producing a monthly email newsletter for members and friends.

Our ideal candidate will have the following capabilities:

- Ability and desire to work independently and be productive in a one-person office.
- Excellent interpersonal and communication skills. Ability to interact with the public in a tactful and sympathetic manner, while providing information and assistance in navigating end-of-life decisions.
- Writing and editing experience, computer skills in Word, Excel, Access, and the internet, keeping organized records, filing, ordering supplies.
- Ability to maintain and update the member database and make reports from the data. (We will train).
- Ability to develop and produce bi-monthly e-newsletter, contribute to the organization's social media program, and engage in other marketing outreach projects.
- Ability to initiate and build relationships with senior citizen centers.
- Familiar with a variety of on-line tools: Facebook; Twitter; WordPress, Squarespace, or similar website content manager; Zoom; Mailchimp; Canva and Eventbrite.

If interested, please email your resume and cover letter with "Office Administrator" as the subject line to office@bafca.org. Or call 650-321-2109.

The Bay Area Funeral Consumers Association (BAFCA) is a non-profit organization dedicated to protecting the right to choose meaningful, dignified, affordable death care, and to provide information to help make these choices. BAFCA offers discounted funeral prices at local participating mortuaries. The organization monitors local funeral trends and practices, and serves as a consumer advocate for legal regulatory reform. Learn more about BAFCA here: <http://www.bafca.org>.