

**Summary**

The Newsletter Assistant is a mission critical, administrative support position responsible for overseeing the production of the quarterly newsletter of Fairhill Partners. The Newsletter Assistant position reports to the Development Associate of Fairhill Partners.

**Responsibilities**

- Maintains schedule for production of quarterly newsletter;
- Assists in writing articles, interviewing people and preparing calendar for the newsletter;
- Collects information and is responsible for all editing;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

**Qualifications**

- Minimum five (5) years successful, administrative experience or equivalent specialized education;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Demonstrates good writing and editing skills;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Demonstrates clear attention to schedules and details;
- Professional appearance, attire and demeanor.