



OPEN POSITION: **Administrative Assistant (Part Time contract position),**  
**Transform Finance**  
New York City (downtown Manhattan)

Transform Finance is a field-building nonprofit organization working at the intersection of social justice and finance. Founded in 2013 and based in New York City, we operate internationally through multiple program areas, ranging from thought leadership for investors to trainings for social justice practitioners.

We are looking for a sharp, organized, and motivated individual to support the smooth running of our small, tight-knit team. He or she must be able to handle the varied workload, have a knack for seeking out ways to make operations run smoothly, and take the initiative to complete administrative tasks independently.

The Administrative Assistant will work on daily operations and tasks such as:

- Scheduling meetings and serving as liaison between the Executive Director and various stakeholders
- Creating supporting materials for events, newsletters, and the like, and tracking and outreach and communications campaigns
- Keeping notes for organizational meetings
- Updating the website with current news, events, briefings, and reports
- Compiling, synthesizing, and cleaning internal databases

## QUALIFICATIONS

- Eagerness to support the administrative needs of a small, mission-driven entity
- Attention to detail and top-notch organizational skills
- Ability to jump between tasks and juggle competing priorities
- Excellent writing ability and etiquette for external communications, particularly emails
- Fluency with the Microsoft Office suite (Mailchimp and simple CRM software a plus)
- Familiarity with administrative work, and ideally direct office experience
- Experience with designing PowerPoint slide decks, and email campaigns is a huge plus
- New York City-based, although occasional remote work is possible
- Availability: 15-20 hours a week

We'd love to find someone who is committed to social justice values and excited about the mission of our organization.

## COMPENSATION

\$15-\$20 an hour based on skills and experience. This is a contract position to start, with the opportunity to turn into a part-time or full-time employment position.

## HOW TO APPLY

Please submit to [info@transformfinance.org](mailto:info@transformfinance.org) your CV and an expression of interest. If you have a specific passion for our mission or for the fields of social justice, impact investing, etc., please let us know, and feel free to submit any additional materials that support your application.

Applications will be reviewed on a rolling basis.

Transform Finance is committed to living by its principles and seeks to provide growth opportunities for individuals who have historically been excluded from the realms of finance and nonprofit leadership.

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[www.transformfinance.org](http://www.transformfinance.org)

116 West Houston Street, New York, NY 10012

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