Part-Time Administrative Assistant with Graphic Design and Bookkeeping Skills

Job Overview: We are a nonprofit news outlet launched in 2021, with a staff of more than 20 professionals, seeking a highly organized and versatile Part-Time Administrative Assistant with a strong background in graphic design, bookkeeping, and general administration. This position is ideal for an individual who possesses a diverse skill set to contribute to various aspects of our organization.

Responsibilities:

1. Graphic Design:
   - Create visually appealing graphics and designs for marketing materials, presentations, and social media.
   - Collaborate with the marketing team to develop engaging visual content.
   - Ensure brand consistency across all design projects.

2. Bookkeeping:
   - Maintain accurate and up-to-date financial records using accounting software.
   - Process invoices, receipts, and payments in a timely manner.
   - Assist in the preparation of financial reports and summaries.

3. General Administration:
   - Provide administrative support to various departments.
   - Organize and schedule meetings, appointments, and events.
   - Handle phone calls, emails, and other communications with professionalism.

4. Data Entry and Organization:
   - Input data into databases and maintain accurate records.
   - Organize and file physical and digital documents systematically.

5. Communication and Collaboration:
   - Communicate effectively with team members and external stakeholders.
   - Collaborate with colleagues to ensure smooth workflow and project coordination.

Qualifications:

- Proven experience in graphic design using tools such as Canva or Adobe Creative Suite.
- Proficient in bookkeeping and familiarity with accounting software Quickbooks.
- Experience in SalesForce or a similar CRM
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Detail-oriented with a commitment to accuracy.
- Ability to work independently and collaboratively in a structured environment.

Education and Experience:

- High school diploma required; additional certification or coursework in graphic design and bookkeeping is a plus.
- Prior experience in administrative roles, graphic design, and bookkeeping preferred.
**Work Schedule**: This is a part-time position with flexible hours. The candidate will work approximately 20 hours per week, preferably from 1-5 pm M-F, onsite in our office in East Fort worth. There may be the possibility of additional hours during peak periods.

**How to Apply**: Interested candidates should submit their resume, portfolio (if applicable), and a cover letter highlighting relevant experience to sonya@fortworthreport.org