



Loving Venti, LLC. is a consulting practice, specifically focused on small-to-medium sized nonprofits, that fills organizational cracks so that nonprofits can serve to their fullest capacity. We do this by helping nonprofits improve operations, create alignment, and empower their staff/volunteers to fulfill its mission through a people-centered approach.

Administrative Assistant

10 hours per week. 80% Remote Position. Milwaukee, WI
Rate: \$10/hour. Flexible Hours. (Friday morning check-in)

Administration Responsibilities:

- Customer database management: assist in maintaining updated the company's customer relations records, including database entry, mailing lists, and project implementation tasks (Insightly, Mailchimp, and Zapier integrations)
- Assist in document organization and processes (google docs, contract management)
- Assist in administrative support to ensure deadlines are met, while maintaining a positive, collaborative work environment

Digital Storytelling and Media Job Responsibilities:

- Assisting in strategizing and implementing the company's social media accounts and posts content.
- Brainstorms campaign ideas which create effective communication.
- Monitor various social media platforms such as Facebook and LinkedIn
- Support in analyzing analytics to gauge the success of campaigns.
- Understands the overall concept of the company, including the brand, customer, product goals, and all other aspects of service.
- Assistance in creating weekly and monthly editorial content
- Provide suggestions to management for improving engagement on social platforms and internal processes.
- Learns and becomes proficient on internal software systems.
- Assist in tracking social media engagement

Qualifications / Skills: (our working environment requires)

- Critical thinking
- Intercultural competence
- Interest in digital media branding and marketing
- Adaptability
- Verbal communication
- Organization
- Community-centered
- Customer focus

To apply, send a resume, a short explanation on how you see yourself fitting into Loving Venti's mission, and 2-3 writing samples, including social media posts (preferably a piece/story of a social impact) to catherine@LovingVenti.com. Applications will be reviewed on a rolling basis.

www.LovingVenti.com