



**Job Title:** Office Assistant (Part-time)

**Reports To:** Executive Director

**Location:** Ellicott City, Howard County, Maryland

**Status:** Part-time

**Hours:** 16-20 hours per week

**Compensation:** \$22–\$26 per hour, based on experience and qualifications

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### Position Summary:

Bright Minds Foundation, the education foundation supporting the Howard County Public Schools System (HCPSS), seeks a highly organized and mission-driven **part-time Office Assistant** to support the day-to-day operations of a small but impactful nonprofit team. This role will provide critical operational support to ensure smooth internal processes, accurate donor tracking, strong stakeholder communication, and effective program and event coordination.

The position is structured as a **part-time salaried role** for approximately **16-20 hours per week in-person** at Bright Minds office in Ellicott City, though a hybrid work arrangement may be considered. The position is expected to follow a 4–5 day per week schedule during school hours. Work hours may be adjusted or extended during weeks with scheduled events. This is an excellent opportunity for a detail-oriented individual who thrives in a supportive role and cares deeply about improving education opportunities for students in Howard County.

We strongly encourage individuals who know and value the Howard County and HCPSS community — especially HCPSS parents, alumni, and retirees—to apply.

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### Key Responsibilities:

#### Donor Management & Acknowledgements

- Enter gifts and donor information into donor database (Bloomerang)
- Generate reports and donor lists as needed
- Draft and send donation acknowledgement letters and tax receipts upon receipt
- Support the execution of fundraising campaigns and stewardship touchpoints (e.g., thank-you notes, event follow-ups)

#### Event & Meeting Coordination

- Schedule and support meetings for the Executive Director, board, and committees
- Manage logistics and materials for meetings
- Assist with coordination and implementation of Foundation events
- Coordinate RSVPs, name tags, materials, and on-site logistics as needed

#### Administrative & Office Support

- Respond to general email, mail, and phone inquiries

- Research vendors, products, or venues as needed
- Maintain and order office supplies and organize digital and paper files
- Support printing or production of marketing materials
- Assist with email, website, and social media communications, including proofreading content, formatting newsletters, and/or posting updates
- Assist with bookkeeping duties

#### Board & Governance Support

- Track board paperwork (e.g., term renewals, conflict of interest forms)
- Maintain board directories and attendance records for compliance
- Send timely board communications and reminders
- Support Executive Director with special projects

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#### Qualifications:

- Prior administrative or nonprofit support experience (2+ years preferred)
- Strong organizational skills and attention to detail
- Familiarity working with donor databases, spreadsheets, and/or cloud-based file systems
- Proficiency in Microsoft Office, Google Workspace, and email platforms
- Excellent communication skills—both written and verbal
- Ability to manage time independently and meet deadlines
- Commitment to the mission and values of Bright Minds Foundation and the Howard County Public School System
- Experience in education or nonprofit sectors is a plus
- Bookkeeping skills are a plus

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#### Work Environment & Schedule:

- **16-20 hours per week**, with flexible scheduling during school hours
- In-person: this position is primarily in person with occasional remote work possible
- Occasional in-person meetings or event support in Howard County
- Occasional evening or weekend availability for meetings or events

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#### Contract Details:

- This position includes accrued paid time off. Other benefits are not included.
- Initial term and scope of work to be reviewed periodically.
- Hourly compensation based on experience and qualifications.

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#### To Apply:

Email your resume and a brief cover letter outlining your qualifications and interest to [hr@brightmindsfoundation.org](mailto:hr@brightmindsfoundation.org) by November 30, 2025.