



Call for Remote Executive Assistant to the Director

SASA is seeking a remote volunteer Executive Assistant to the Director to help with numerous projects and run daily organizational workflows.

This is a volunteer (unpaid) administrative position to work together with the Director on projects related to:

- Organizational development
- Digital & workflow infrastructure development
- Reporting on SASA Digital Output
- Liaising between SASA Teams
- Researching, helping plan, and executing projects
- Light bookkeeping
- Onboarding volunteers and interns

Responsibilities for this position include: meeting once or twice weekly with the Director for work and task assignments and other duties as assigned. A commitment to work 10-15 hours per week is required. Specific work hours during the week are flexible. All meetings take place via video call and all work is done remotely.

Necessary skills include: excellent interpersonal skills, demonstrated ability to work remotely, excellent organizational, planning, and writing abilities. This position is most well-suited to a college graduate who wants to pursue a career in nonprofit management or Ancient Studies. Graduate students and above are also welcome to apply.

Persons who held this position in the past have gone on to achieve full-time employment at other non-profit organizations.

To apply, please send your resume and cover letter to daviddanzig@saveancientstudies.org. Applications will be reviewed on a rolling basis, beginning 1/18/2021. We aim to have this position filled by February 1st, 2021 or soon thereafter.

SASA is a US-based tax exempt non-profit organization under IRS code 501(c)(3).