



Job Description: [Administrative Assistant for Programs](#)

Hours: 20-25 hours a week

[Organization Overview](#)

Maddux Achilles Haggard was born on Feb. 4, 2005, with a condition called myotubular myopathy. It prevented him from breathing, swallowing or moving on his own. On the sixth day of his young life, his parents, Mike and Cheryl Haggard had to make the excruciating decision to take him off life support. Before they did, they called photographer Sandy Puc' to take black and white portraits of them cradling their son. Puc' photographed the couple with Maddux at the hospital before he was removed from life support and after – when he was free from the tubes and the wires that had sustained him.

Those tender photographs documenting Maddux's eternal connection with parents inspired Cheryl Haggard and Sandy Puc' to begin the nonprofit organization, Now I Lay Me Down to Sleep (NILMDTS). Since 2005, NILMDTS has provided tens of thousands of parents with free professional portraits of their baby. NILMDTS administers a network of over 1600 volunteer photographers in the United States and around the world.

[Administrative Assistant for Programs](#)

The Administrative Assistant partners with program staff to serve as a first “point of entry” into the NILMDTS office. General responsibilities include coordination of administrative functions related to programs and general office tasks. This individual needs to be reliable, organized, and compassionate. The Administrative Assistant needs to have strong written and verbal communication skills as well as strong computer skills.

APPLY if you:

- Have a deep passion for the mission of NILMDTS to serve families and support our volunteers.
- Thrive working in a quick-paced, demanding and challenging, yet rewarding environment.
- Have a demonstrated history of taking initiative and being successful.
- Can think through processes to be more efficient and productive.
- Are flexible and can adapt to unique situations on a daily basis.
- Can complete tasks with little direction.
- Can remain approachable while handling multiple tasks with frequent interruptions.

[Specific Job Functions](#) (included but are not limited to)

Office Administration

- Operate and maintain a wide variety of office equipment including telephone system (programming, maintenance, repair, training), copier (programming, maintenance, repair, troubleshooting, training), printers, scanners, and computers.
- Work with vendors and service providers to keep office systems functioning smoothly at all times.
- Maintain office furniture and storage layout, suggest improvements, implement changes as needed or directed.

- Maintain office consumables including office supplies, postage system, kitchen supplies, printer and copier supplies, stationery, etc.
- Distribute all communications that come into the office, including emails, phone calls, etc.
- Oversee all shipping and receiving.
- Maintain online store inventory and fulfill all orders.
- Track and order office supplies.
- Maintain cleanliness of the office.

Program Support

- Prep and mail Volunteer and Area Coordinator badges and packets.
- Coordinate details of events and meetings such as Community Gatherings, Trainings, Conventions, Trade Shows, etc.
- Assist in coordinating details of Medical Training events, Medical Conferences, etc.
- Prep and mail Medical Affiliate and Affiliated Facility packets
- Track and order recruitment, medical, and parent information brochures.

Required Experience and Skills

This is an entry level position, however, the following skills and experience are desired:

- Exceptional verbal and written communication skills.
- Ability to create solutions to increase productivity and efficiency at the office.
- Ability to complete projects with little supervision.
- Ability to coordinate multiple tasks efficiently while meeting deadlines and objectives.
- Excellent time management skills and the ability to prioritize work.
- Strong critical thinking and organizational abilities.
- Strong ability to troubleshoot and solve problems.
- Ability to work independently and as a team member.
- Nonprofit experience in an administrative role is a plus.

Technology Experience

Technology is a critical component of our operations. We are looking for an individual with the following experience:

- Experience with Google Drive including Documents and Forms.
- Proficient in Microsoft Office Suite.
- Working knowledge of office equipment, like printers and fax machines.
- Experience working with Macintosh computers.

Essential Job Functions

- Must be willing to work occasional evenings and weekends.
- Ability to lift 25 pounds as it relates to shipping displays and other materials periodically.
- This is not a remote position and must work from the Colorado-based office.

To Apply

NO PHONE CALLS PLEASE!

By email: Please submit a cover letter and resume to employment@nilmdts.org

Please use: "**Administrative Assistant for Programs**" as your subject line.

For More Information about Now I Lay Me Down to Sleep, please visit our website <http://www.nowilaymedowntosleep.org>