

Fishing For The Fight



Fishing for the Fight is seeking a motivated and adaptable individual to join FFF. You will be part of a dynamic, forward-thinking team, and your responsibilities will evolve based on both your skill set and the foundation's expanding needs. The ideal candidate is comfortable with ambiguity, thrives in a fast-paced environment, and is excited to contribute to an ever-changing workplace. Position is part-time, averaging 30 hours a week. Competitive salary based on experience.

Key Responsibilities:

- Oversee day-to-day operations of the organization, ensuring efficiency and smooth workflow.
- Process and organize client applications for board review, maintaining confidentiality, accurate records, and documentation.
- Manage and maintain the company's social media platforms, engaging with our audience and promoting our events.
- Coordinate, organize, and create outreach events to expand our community presence.
- Assist in the planning and execution of our events, including our busy July banquet and tournament.
- Maintain organization, including supplies, filing systems, and other administrative duties.
- Provide general support to the organization and board members
- Help with managing schedules, meetings, and communication.
- Other duties as warranted.

Requirements:

- Proven experience as an administrative assistant or in a similar role, with excellent organizational skills.
- Strong proficiency in Microsoft Office Suite and social media platforms.
- Exceptional communication skills, both written and verbal.
- Website building and management.
- Professionalism and the ability to maintain confidentiality.
- Ability to handle multiple tasks simultaneously and work under pressure, especially during peak times (July).
- Event planning and coordination experience is a plus.
- Self-motivated, detail-oriented, and capable of working independently or as part of a team.
- Office space or the ability to work efficiently from home.

Why Join Us?

- A collaborative, team-oriented organization
- Opportunities for career growth and skill development.
- Hands-on experience in event planning and social media management.

How to Apply:

Please submit your resume and cover letter to BoardFFF@gmail.com . We are eager to find the right person to help us manage our operations and events.



Fishing For the Fight was established to help families fighting cancer, people with special needs, and chronic illness.

Fishing for the Fight
PO Box 1038
Pinedale, WY 82941
307-231-2088
BoardFFF@gmail.com
FishingfortheFight.org