



Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.

NBC Non-Profit Assistant (NPA)

Reports to: Organizational Resources Specialist (OR)

Pay

Paid Hourly/Biweekly

Job Overview

We are seeking a responsible and organized Non-profit Assistant to join our growing Team. The NBC Non-Profit Assistant position is a contractual position between September-June in 1 fiscal year. The NBC Non-Profit Assistant is an entry-level, part-time position designed to support the Organizational Resource Specialist (OR) in carrying out daily nonprofit operations. This role provides administrative, programmatic, and compliance support while offering hands-on learning opportunities in grants management, HR, and nonprofit systems. The NPA ensures that tasks are completed efficiently and contributes to NBC's mission by helping maintain organizational flow and compliance. The ideal candidate is organized, eager to learn, and ready to take initiative in supporting projects delegated by the OR Specialist.

Non-profit Assistant Specific Responsibilities:

Grants & Operations Support

- Assist the OR Specialist in collecting and organizing grant documentation and data tracking.
- Prepare draft invoices, reimbursement requests, and receipts for review by the OR Specialist.
- Help coordinate logistics for field trips, transportation, and program events.
- Support the development of NBC's partner directory by gathering and updating contact information.

Human Resources & Staff Support

- Support onboarding by ensuring new hire documentation is completed in Homebase/ADP before review by the OR Specialist.
- Schedule candidate interviews, special guest visits, and staff training sessions.
- Track weekly attendance submissions across sites and send reminders to staff.
- Maintain updated staff and partner files (contracts, waivers, background checks) for compliance.



Administrative & Communication Support

- Manage scheduling requests, draft emails, and prepare meeting materials at the direction of the OR Specialist.
- Take notes during staff or funder meetings and organize them in shared drives.
- Help streamline communication between departments by updating shared calendars, contact lists, and information systems.
- Serve as backup support for inventory and supply tracking

Compensation

\$20/hour

Qualifications

Education

- High School degree or equivalent
- Associate's degree, or two (2) years or more of full-time college coursework equivalent preferred

Experience

- Previous experience as a administrator, secretary, assistant, or related field (required)
- (2) years Non-profits experience (preferred)
- Must submit fingerprinting & background check (required)

Skills

- Bilingual (*Preferred*)
- Ability to multitask, prioritize, and manage time efficiently
- Time management and ability to meet deadlines
- Verbal and written communication skills
- Strong organizational skills and ability to multitask
- Problem-solving and decision making
- Proactivity and self-direction
- Interpersonal skills
- Computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Strict adherence to camp philosophy, standards, and goals

Schedule & Location(s)

Monday-Friday 9:00 AM - 3:00 PM

Benefits

- Workers Compensation



Natural Born Champions: Non-Profit Assistant Job Description

- Mental Wellness Insurance
- Free Employee Assistance Programs
- Free summer programming for your children between the ages 4-13 years old
- Stipends for extracurricular programs/events

This role is ideal for someone interested in developing skills in nonprofit administration, HR, compliance, and grants. With mentorship from the OR Specialist, the NPA will gradually gain exposure to higher-level tasks such as workflow evaluation, budget support, and funder reporting.

Contact Information

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