

# Part-Time Virtual Marketing & Administrative Assistant

---

Organization: Communitology (Essex Junction, VT – remote position)

## About Us:

Communitology is a global network of social scientists who provide expert testimony and research in asylum and immigration cases. We coordinate 150+ consultants across 170 countries, supporting legal teams with high-quality, evidence-based reports.

## Position Summary:

We are seeking a part-time Virtual Marketing & Administrative Assistant to support the Executive Director with case management, scheduling, consultant onboarding, marketing, and communications tasks. The ideal candidate will be highly organized, detail-oriented, and comfortable balancing multiple priorities in a fast-paced environment. The goal of this role is to save time for the Executive Director and ensure Communitology presents a polished, professional presence.

## Responsibilities:

- Manage inbox by triaging emails, drafting responses, and flagging priority messages.
- Maintain Executive Director's calendar, deadlines, and reminders.
- Update Airtable with new cases, consultant assignments, and progress tracking.
- Organize files in Google Drive/Dropbox and ensure proper version control.
- Support consultant onboarding: collect CVs/photos, manage W-9/W-8BEN forms, create proxy emails, and update directories.
- Update and maintain WordPress website content, including consultant profiles and announcements.
- Design simple branded materials (social media graphics, flyers, templates) using Canva or Adobe tools.
- Manage and schedule social media content across LinkedIn, Twitter/X, and other platforms.
- Assist with newsletters and email marketing campaigns.
- Prepare a weekly case status digest and consultant update for the Executive Director.

## Qualifications:

- Required

- 2+ years of experience in an administrative, virtual assistant, or office support role (remote experience preferred).
- Strong organizational skills with proven ability to manage email, scheduling, and digital files.
- Proficiency with Google Workspace (Docs, Sheets, Calendar, Drive) and Microsoft Office.
- Familiarity with tools such as Airtable, Dropbox/Google Drive, and Jotform.
- Excellent written and verbal communication skills, with attention to detail and professionalism.
- Preferred
  - Hands-on experience managing social media accounts (LinkedIn, Twitter/X, or similar).
  - Basic graphic design skills using Canva or Adobe Creative Suite.
  - Experience updating and maintaining WordPress websites.
  - Familiarity with email marketing platforms (e.g., Mailchimp, Constant Contact).
  - Background in nonprofits, consulting, research, or small business environments.
- Soft Skills
  - Highly organized, detail-oriented, and reliable.
  - Creative communicator with the ability to adapt tone and style for different audiences.
  - Self-starter, comfortable working independently with limited supervision.
  - Tech adaptable and eager to learn new systems.
  - Discreet and professional in handling sensitive or confidential information.

### **Position Details:**

- Part-time, virtual/remote role (10–20 hours per week, depending on workload).
- Flexible scheduling, with availability during business hours preferred.
- Compensation: \$22–\$26/hour depending on experience, with consistent part-time hours.

### **Location:**

Remote (preference for candidates based in Vermont).

### **Veteran & Military Spouse Preference:**

Qualified veterans and spouses of active-duty service members are strongly encouraged to apply. Preference will be given in hiring.

**To Apply:**

Submit your resume and a brief cover letter to [info@communitology.co](mailto:info@communitology.co).