



Position Title: Administrative Assistant

Organization: Launcher

Location: Wilmington, DE

Schedule: Monday–Thursday, 9 AM – 2 PM (20 hours/week)

Reports To: Program Director

About Launcher

Launcher is a nonprofit organization dedicated to empowering entrepreneurs with the education, advising, and resources they need to start and grow sustainable businesses. We support small business owners through hands-on programming, community partnerships, and access to capital and technical assistance.

Position Summary

Launcher is seeking a highly organized, detail-oriented Administrative Assistant to support the daily operations of our growing nonprofit. This part-time role is essential to keeping our team organized, responsive, and mission-focused. The Administrative Assistant will provide administrative, operational, and light program support to ensure smooth internal processes and a welcoming experience for entrepreneurs, partners, and guests.

This is an in-person position based in Wilmington, DE.

Key Responsibilities

Office & Administrative Support

- Manage general email inbox and route inquiries appropriately
- Answer phone calls and greet guests in a professional, welcoming manner
- Maintain organized digital and physical filing systems
- Order and maintain office supplies and materials
- Assist with calendar scheduling and meeting coordination

Program & Event Support

- Support preparation for workshops, classes, and events (materials, attendance tracking, room setup)
- Assist with data entry and maintaining accurate participant records, including CRM management.
- Track program documents, attendance, and reporting requirements
- Help prepare materials for funders, partners, and volunteers

Operational Support

- Assist with invoice tracking and basic expense documentation
- Support data collection for grants and reporting
- Maintain organized documentation for compliance and record-keeping
- Create and maintain electronic communications including social media posts and monthly newsletters
- Process incoming applications in a timely manner and assist with recruiting and recruiting events.
- Set up trainings and ensure proper and timely delivery of materials to both students and trainers
- Other duties as assigned.

Qualifications

- Strong organizational skills and attention to detail
- Proficiency in Microsoft Office and Google Workspace
- Experience with data management systems (CRM experience a plus)
- Clear and professional written and verbal communication skills
- Ability to handle confidential information with discretion
- Comfortable working in a fast-paced nonprofit environment
- Bilingual (Spanish/English) strongly preferred

Ideal Candidate

The ideal candidate is proactive, dependable, and enjoys supporting mission-driven work. They take initiative, follow through on tasks, and help create systems that keep the team operating efficiently. They are warm and welcoming while maintaining professionalism and accuracy in their work.

Compensation

\$20-25 per hour, commensurate with experience.

How to Apply

Please submit a resume and brief cover letter explaining your interest in working with Launcher to eduran@westendnh.org.