



**Job Title: Part-Time Executive Assistant**

**Organization: Main Street Apopka**

**Location: Apopka, FL (Hybrid)**

**Hours: 15–17 hours per week**

**Pay: \$15.00 per hour**

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**Position Overview: START DATE - AUGUST 1, 2025**

Main Street Apopka, a nonprofit organization committed to the revitalization and vibrancy of Downtown Apopka, is seeking a highly organized and motivated **Part-Time Executive Assistant** to support the President. This is an exciting opportunity to contribute to a growing organization with a meaningful mission and strong community impact.

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**Key Responsibilities:**

- Provide administrative support to the President, including calendar management, email correspondence, meeting coordination, and data entry
  - Assist with event planning, community outreach efforts, and volunteer coordination
  - Help manage digital files, records, and organizational documents
  - Prepare materials for board meetings, workshops, and presentations
  - Attend local meetings and events as needed
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#### **Ideal Candidate Will Have:**

- Strong organizational and time management skills
  - Excellent written and verbal communication abilities
  - Proficiency in Google Workspace
  - A collaborative spirit and a passion for community revitalization
  - Ability to work independently, be creative, and adapt to changing priorities
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#### **Perks & Benefits:**

- **Paid travel and daily per diem** to attend the National Main Street Conference and Florida's annual **Preservation on Main Street Conference**
  - Access to **Main Street America Academy** professional development, including in-person and online workshops
  - Opportunities to earn certificates, credits, and credentials in community and nonprofit development
  - **First right of refusal**, after 12 months of employment, for the **full-time Executive Director position** when it becomes available, offering room for growth within the organization
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#### **To Apply:**

Send your resume and a brief cover letter outlining your interest in the position to **[mainstreetapopka@gmail.com](mailto:mainstreetapopka@gmail.com)**. Currently accepting internal applicants only.