



Job Title: i-tri Office Assistant

Organization: Inspirational Triathlon Racing International (d.b.a. i-tri)

Position Type :Hourly Paid

Location: East Hampton, NY

Hours: 4-5 hours per week

Compensation: \$20 per hour

About i-tri:

i-tri is a non-profit organization dedicated to empowering adolescents through the sport of triathlon. Our mission is to foster personal growth, self-confidence, and resilience in young individuals through athletic and educational programs.

Position Overview:

As an i-tri Office Assistant, you will have the unique opportunity to gain hands-on experience in Non-Profit operations. Working closely with our Founder and Operations staff, you will play a vital role in supporting the day-to-day activities that drive our mission forward.

Responsibilities:

- Manage i-tri's P.O. Box located in East Hampton, picking up mail 2x a week
- Process and deposit checks
- Enter all checks and deposits into our online systems (Quickbooks)
- Update i-tri's CRM database (Salesforce)
- Compose and send thank you/donation receipts
- Perform data entry tasks as directed

Qualifications:

- Reliable transportation to East Hampton
- Energetic and self-motivated individual with a passion for non-profit work
- Strong organizational and communication skills
- Familiarity with CRM systems, preferably Salesforce, Quickbooks and Microsoft Office Suite or interest and ability to learn
- Previous experience with i-tri, either as a participant or volunteer a plus

Please email resume or inquiry to info@itrigirls.org

www.itrigirls.org

844.631.4874

i-tri is a 501 (c)3 Charitable Organization.

844.631.4874 • info@itrigirls.org • PO Box 567 • East Hampton, NY 11937 itrigirls.org