



The Association for Preservation Technology International
L'Association internationale pour la préservation et ses techniques

Operations Assistant

Remote, Part-Time

About Us

[The Association for Preservation Technology International](https://www.apti.org) (APT) is a small, international nonprofit organization dedicated to supporting experts who assess and restore historic buildings. Our members are specialists in the field and rely on APT for in-person and online training, publications, and networking. We have a focused community of over 1,800 members across the globe, with the majority in the U.S. and Canada.

We operate as an entirely remote team, conducting all work online. We value strong communication, attention to detail, and a proactive approach to supporting our mission. We seek a new, collaborative member to add to our team.

Position Summary

We are seeking a detail-oriented and self-starting **Operations Assistant** to provide vital halftime support to our Director of Operations. This remote, part-time position is ideal for an organized individual who thrives in a virtual environment and can manage diverse administrative tasks to ensure smooth organizational functioning.

Key Responsibilities

The **Operations Assistant** will support the organization through a variety of tasks, including:

- **Financial Administration:** Prepare and follow up on invoices for program registration, sponsorships, and advertising, tracking information as required.



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- **Membership Support:** Assist with membership management, including processing renewals and responding to member inquiries.
- **Data and File Management:** Organize and maintain electronic filing systems and perform data entry, updates, and quality control in organizational databases and tracking systems.
- **Administrative Support:** Draft, edit, and prepare correspondence and reports, providing general administrative support to the Director of Operations, Executive Director, committees, and other team members as needed.

Required Qualifications

- Proven experience in an administrative or operations support role, ideally in a remote work environment.
- Strong organizational skills and exceptional attention to detail, with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and Google Workspace (Docs, Sheets, Drive, Calendar).
- Ability to work independently as a highly resourceful team-player with a proactive approach to problem-solving.

Desired Qualifications

- Experience with membership database (CRM) programs is desired.
- Specific experience using the Neon membership database system is highly desirable.
- Familiarity with nonprofit operations and the specific needs of a membership organization.
- Experience with basic website maintenance (or willingness to learn) is desired.



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Position Details

- **Schedule:** Part-time (up to 20 hours per week), staff position with some flexibility in schedule possible.
- **Location:** Fully Remote/Virtual.
- **Compensation:** Commensurate with experience and qualifications (up to \$25/hour).

How to Apply

Interested candidates should submit a resume and cover letter detailing their relevant experience and interest in our organization's mission to apti.org/career-opportunities-apply.

APT is an equal opportunity employer and encourages candidates from all backgrounds to apply.