



THE BLUE RIBBON PROJECT

SUPPORTING VICTIMS OF CHILD ABUSE AND YOUTH IN FOSTER CARE

Job Description: Office Support Specialist

About The Blue Ribbon Project

The Blue Ribbon Project is a 501(c)(3) non-profit organization committed to supporting abused and neglected children, as well as youth in foster care. Through various programs, including Backpacks of Love, mentoring, and life skills workshops, The Blue Ribbon Project offers direct support and advocacy to children and teens navigating the child welfare system. We are dedicated to empowering youth, raising community awareness, and offering tangible resources that promote safety, stability, and hope for a better future.

Position Summary

The Office Support Specialist at The Blue Ribbon Project plays a critical role in supporting the day-to-day administrative operations of the organization. This individual will provide clerical, administrative, and logistical support to ensure the smooth functioning of programs, communications, and organizational infrastructure. This position combines general office support duties with those of an Administrative Assistant, serving as a key team member in helping The Blue Ribbon Project fulfill its mission of supporting youth in foster care and survivors of child abuse.

Position Details

Position Title: Office Support Specialist

Reports To: Executive Director

Location: The Blue Ribbon Project Headquarters-45 Community Place, Crownsville, MD (with potential for limited remote work)

Schedule: Part-Time, Approximately 20 hours per week

Compensation: Starting pay at \$17.00 per hour

Benefits: 403(b) retirement plan with employer matching contributions

Schedule Flexibility: Hours are flexible and can be adjusted to meet personal or family needs



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Primary Responsibilities

- Administrative & Other Support
 - Answer and direct incoming phone calls and respond to general email inquiries
 - Assist with answering inquiries to our “Contact Us” Help Desk
 - Greet and assist visitors, including volunteers, donors, and program participants
 - Assist with the preparation, formatting, and editing of correspondence, reports, memos, and presentations
 - Maintain physical and electronic filing systems to ensure efficient document management
 - Handle incoming and outgoing mail, deliveries, and shipments
 - Check The Blue Ribbon Project’s mailbox and Post Office Box regularly
 - Assist with social media management and advertising campaigns
 - Assist with the creation and maintenance of organizational policies as needed
 - Assist the Executive Director with other tasks as needed and requested
- Data Entry & Record Keeping
 - Enter and maintain data in organizational databases (e.g., donor, volunteer, and participant records)
 - Assist with tracking attendance, participation, and program outcomes
 - Support the preparation of reports for grants, board meetings, and compliance purposes
- Office Operations
 - Maintain inventory of office and program supplies; place orders as needed
 - Ensure proper operation and maintenance of office equipment (e.g., computers, printers, copiers)
- Program and Event Support
 - Assist with the preparation of materials for training, outreach events, and volunteer sessions
 - Help manage event RSVPs, sign-in sheets, and post-event follow-up as needed
 - Provide logistical support during in-house events and public awareness campaigns



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- Financial and Donation Processing
 - Record and assist in the acknowledgement of in-kind and financial donations
 - Assist in basic bookkeeping tasks, such as organizing receipts and preparing reimbursement forms, entering receipts, invoices, and other data
 - Assist with check processing and deposits

Qualifications

- High school diploma or equivalent required; associate degree or higher preferred
- Must successfully pass a complete background check
- Must have a valid Maryland Driver's License
- Have reliable transportation
- 1–3 years of experience in office administration, clerical work, or nonprofit support
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace
- Be able to be trained and work with various software and online platforms
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Ability to handle confidential and sensitive information appropriately
- Friendly, dependable, and mission-driven with a collaborative mindset

Work Environment and Flexibility

This is a part-time position with a flexible schedule (20 hours per week). The selected candidate will work primarily at The Blue Ribbon Project's office in Crownsville, Maryland, with potential for limited remote work upon approval. The role is ideal for someone seeking flexible hours and the opportunity to make a meaningful contribution to a child-focused nonprofit organization.

Equal Opportunity Employer

The Blue Ribbon Project is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Employment decisions are based on merit, qualifications, and organizational need, without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.



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To Apply

Interested candidates should submit a resume and a brief cover letter describing their interest in the role to admin@blueribbonproject.org