


Administrative & Operations Teammate (Part-Time)

 Nashville Dolphins | Nashville, TN

The Nashville Dolphins is a nonprofit organization dedicated to providing **free, year-round adaptive aquatics programs for individuals with special needs**. We are seeking a dependable, highly organized **Administrative & Operations Teammate** to help support our daily operations and fundraising efforts.

This is a great opportunity for someone who enjoys staying organized, keeping things running smoothly behind the scenes, and supporting a meaningful mission.

Position Details

- **Part-Time:** 20 hours/week; \$22-\$27/Hr
- **Schedule:** Monday–Friday, 9:00 a.m. – 1:00 p.m. (in-office)
- **Location:** 95 White Bridge Rd., Suite 209, Nashville, TN

What You'll Do

- Process and track donations (Stripe, PayPal, checks) accurately and on time
 - Maintain organized records, databases, and administrative systems
 - Manage phone messages, mail, and general communications
 - Assist with planning and preparation for fundraising events, including Boots & Bubbles and our online auction
 - Coordinate logistics for seasonal campaigns (fall mailer, mum sale, DolFUN Swims)
 - Prepare donor acknowledgments and communications
 - Assist with website updates and email communications (My Emma)
 - Help create and distribute a quarterly newsletter
 - Order and manage office and mailing supplies
 - Keep projects moving forward by tracking deadlines and following up on tasks
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What We're Looking For

- Highly organized with strong attention to detail
 - Able to manage multiple tasks and meet deadlines
 - Self-motivated and able to work independently
 - Strong written and verbal communication skills
 - Proficient in Microsoft Word and Excel
 - Familiarity with email platforms like My Emma
 - Experience with CRM systems or donation platforms (Stripe, PayPal) is a plus
 - Experience with Canva or similar tools is a bonus
 - Passion for nonprofit work and making a difference
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Work Environment

- In-office role with a consistent weekday schedule (9:00 a.m. – 1:00 p.m.)
 - Occasional evening or weekend availability during events or peak seasons
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Why Join Us?

At Nashville Dolphins, you'll be part of a small but mighty team working to **prevent drowning and create life-changing opportunities through water safety and swim programs** for individuals with special needs. Your work will directly support a mission that saves lives and builds community.

To Apply

Please send your resume and a brief note about your interest in the role to:

 brenda@nashvilledolphins.org