



<b>Job Title:</b> Administrative Assistant	<b>Employment:</b> 8 weeks – 35 hours / week
<b>Organization:</b> Live with SWAY (Non-Profit)	<b>Hourly wage:</b> 17.60
<b>Location:</b> Hybrid	<b>Start date:</b> May 25, 2026

**About Live with SWAY:**

Live with SWAY is a non-profit organization dedicated to revolutionizing the events management industry. We provide a cutting-edge platform that seamlessly connects small businesses with valuable opportunities and create community-based initiatives to support newcomers and enrich the sense of belonging. Our mission is to empower entrepreneurs through innovative networking solutions, curated events, and unparalleled support. We aim to transform the landscape of business interactions, enabling small enterprises to forge impactful connections, fuel growth, and achieve sustainable success.

**Job Description:**

Live with SWAY is seeking a detail-oriented and organized Administrative Assistant to support the daily operations of the organization. In this role, you will help ensure the smooth delivery of programs, events, and services by providing administrative and operational support. You will work closely with team members, community partners, and participants while gaining valuable experience in non-profit administration.

**Responsibilities:**

Provide administrative support including data entry, filing, document preparation, and record management.

- Assist with scheduling meetings, coordinating calendars, and preparing meeting materials.
- Respond to inquiries from community members, partners, volunteers, and participants.
- Maintain and update databases, contact lists, and program records.
- Support registration and participant tracking for events, workshops, and networking sessions.
- Assist with preparing reports, presentations, and grant-related documentation.
- Help coordinate communications with vendors, sponsors, and community partners.
- Support general office and organizational operations as required.

**Qualifications:**

- Strong organizational and time management skills.
  - Excellent written and verbal communication skills.
  - Attention to detail and ability to handle confidential information professionally.
  - Proficiency with Microsoft Office and Google Workspace applications.
  - Ability to work independently and collaboratively in a team environment.
  - Commitment to SWAY's mission and values.



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**Benefits:**

- Opportunity to gain practical experience in non-profit administration and operations.
- Exposure to community development and entrepreneurship initiatives.
- Networking opportunities with community organizations, businesses, and stakeholders.
- Flexible work arrangements and professional development opportunities.

**How to Apply:** Please submit your resume and a brief statement outlining your interest in joining SWAY Events Management as an Administrative Assistant to [Eventsmanagement@livewithsway.com](mailto:Eventsmanagement@livewithsway.com)

Join Live with SWAY and be part of a dedicated team committed to empowering entrepreneurs, supporting community-based initiatives, and transforming the events management landscape. If you are passionate about events and community engagement, we invite you to apply for this rewarding opportunity.

Website: [www.livewithsway.com](http://www.livewithsway.com)