We have an opening for a half-time administrative assistant to help manage our day to day operations. Responsibilities include basic bookkeeping, event support, database management and general office support.

Full job description and qualifications below

Schedule:
This a 20 hour per week position, Monday through Friday during daytime hours. There is some flexibility in scheduling.

Compensation:
Starting wage is $12.00 per hour, plus a prorated paid time off and health insurance package.

To apply please send a resume and cover letter by January 24th to Jill Jacklitz at: jill@troygardens.org or Community GroundWorks, 3601 Memorial Ave, #4 Madison, WI 53704

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**Job Description: Administrative Assistant**

**Reports to: Executive Director**

Community GroundWorks’ mission is to connect individuals with urban agricultural and natural lands within a diverse learning community. We grow wholesome and organic food for local tables, steward urban natural areas, inspire healthful eating, and offer hands-on opportunities for learning. By teaching what we practice, we provide the skills to build enduring communities.

**Purpose:**
To support day-to-day operation of a small non-profit organization.

**Status:**
Non-exempt position, 20 hours per week.

**Essential Functions:**

1. **Administrative Support**
   This position is responsible for providing general administrative support as needed, including but not limited to:
   - Perform basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit etc.
• Purchase office supplies and keep storage room stocked and organized
• Prepare for Board of Directors meetings by printing agendas, minutes, and other documents
• Maintain organizational files and documents
• Coordinate insurance coverage for staff and the organization
• Serve as first point of contact for the organization
• Manage donor database
• Manage repair and maintenance of office equipment, including computers, phones and printers
• Perform general administrative support

2. **Special Events**
• Coordinate CGW tabling at community events
• Assist with scheduling of tours and field trips
• Assist with coordination of event logistics

3. **Communications**
• Assist with print and electronic newsletters
• Coordinate website updates
• Assist with donor communications, including appeal and thank you letters
• Coordinate bulk mailings
• Maintain organizational archives

4. Take on additional tasks as directed by the Executive and Associate Directors

**Qualifications:**

• Minimum two years related experience; nonprofit experience a plus.
• Proficiency with spreadsheets, databases, and word processing. Familiarity with Quickbooks a plus.

• Ability to multi-task and prioritize in a dynamic work environment.
• Strong attention to detail and ability to work as a team member with minimal supervision.
• Solid written and oral communication skills and excellent phone manner.
• Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
• Ability to operate and troubleshoot standard office equipment.
• Interest in and commitment to CGW mission is helpful.

Community GroundWorks is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.