



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

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.