



COMMUNITY GROUNDWORKS POSITION DESCRIPTION

Title: Administrative Assistant
Reports To: Executive Director

General Statement of Duties and Responsibilities

The Administrative Assistant provides general office support, day-to-day operational support, and general coordination for the Executive Director, Program Directors, and staff. Responsibilities include data entry, answering phones, basic bookkeeping, coordinating volunteers, supporting communication, fundraising and event tasks, and setting up and maintaining an organized and efficient office.

Specific Duties and Responsibilities

1. Administrative Support

- Perform basic office tasks, such as answering phones, taking messages, opening and distributing mail, ordering supplies, printing and copying.
- Inventory and purchase office supplies and keep office supplies stocked and organized. Anticipate organizational supply needs for appeals, tabling, events, retreats, and other activities.
- Maintain and archive office files and documents, both hard copies and electronic.
- Serve as first point of contact for the organization.
- Responsible for space management, storage organization, office equipment, file archiving, and upkeep.
- Take the lead in activities and policies that maintain an organized, efficient, and clean office space.
- Assist with meeting logistics, food, scheduling, and coordinating attendance.
- Assist with the annual report.
- Perform sprout tasks in the sprout room for Troy Farm's wholesale business.
- Assist program staff with the ordering, payment, and delivery of program supplies (seeds, row cover, etc.).
- Take the lead on managing registrations (such as for events, classes, or camp), payments (market stand, books, tours), petty cash, cash boxes for garden plots, pizza, or other events, accepting and processing payments, and reconciliations.
- Provide administrative support to programs, including copying, printing, training manual assembly, coordinating intern paperwork, background checks, filing, and other tasks as assigned.

2. Bookkeeping

- Perform basic bookkeeping skills, such as logging in receivables, copying checks, transferring PayPal, making deposits,
- Assure timely submission of payroll, credit card, employment paperwork, or other documentation due in the office, and prepare files and/or organize documentation for accounting staff.

3. Fundraising and Communications

- Coordinate CGW tabling at community events; regularly update and organize tabling materials.
- Take the lead on all aspect of preparing for and coordinating appeal mailings.
- Coordinate Troy tours and field trips.
- Coordinate event logistics, solicit sponsorships, provide general event support, order event supplies, etc.; participate in the Events Committee.
- Assist in developing messaging for donors and stakeholders.
- Produce fundraising reports, lists, and mailings.
- Enter data into the donor database and generate thank you letters in a timely fashion; maintain an accurate and timely electronic record of current and former donors.

- Take the lead on electronic newsletters, mailings, postcards, fliers and other marketing materials.
- Take the lead on all agency social media, including Facebook, twitter, and Instagram.
- Take a lead on all website updates.
- Maintain organizational communication archives.
- Coordinate quarterly Northside News articles and advertising.
- Represent CGW on the Community Shares committee.

Other tasks as assigned by the Executive Director

Required Knowledge, Skills and Abilities

- Minimum two years related experience. Nonprofit experience a plus.
- Proficiency with Microsoft Office Suite; Adobe InDesign Creative Suite a plus.
- Knowledge and use of basic website and social media management systems. Experience with Joomla a plus.
- Experience with donor management data entry. Experience with Little Green Light a plus.
- Be resourceful, creative and have demonstrated problem-solving abilities.
- Ability to work independently and as part of a team.
- Ability to interact in a professional, courteous, and confidential manner with others and to function as an ambassador of the agency in a wide variety of venues and circumstances.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Ability to work quickly and cooperatively under time constraints.
- 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.
- Ability to maintain a high level of accuracy in preparing and entering information.
- Ability to commit to and promote CGW's goals and priorities

Additional Information/Requirements.

- The incumbent must own or have unrestricted access to reliable automobile transportation and provide a copy of a valid Wisconsin driver's license.
- Work some weekend and evening hours.

Position Classification

This position is FLSA Non-Exempt; Part Time: .75 FTE (30 hours/week); eligible for benefits

Probationary Period

This position has a six (6) months probationary period.

Approvals:

Employee

Date

Supervisor

Date