



## **Job Announcement Administrative Assistant**

Over the last 20 years, Growing Gardens has brought gardening, nutrition education and produce donations to over 162,000 Boulder County residents.

We offer a variety of programs to get people of all ages, backgrounds, income levels, and abilities involved in growing and cooking their own food. These educational opportunities are paired with seed, plant start, and produce donations, as well as gardening space, to impart greater food security and hunger relief in our community.

The Growing Gardens Administrative Assistant plays an important role in supporting various aspects of our programs on a daily basis and helps to streamline organizational efficiency through ongoing administrative tasks. This role provides a unique opportunity for the right person to bring their organizational and administrative skills together to serve our community in a fun, dynamic environment.

**Job Title:** Administrative Assistant

**Job Status:** Part- Time, 20 hrs per week

**Reports To:** Executive Director

**Pay:** This position is paid hourly. And is year round. Pay is \$13- \$16 per hour depending on experience.

### **Preferred Weekly Schedule**

Monday- Friday 9am- 2pm or 8:30am- 1:30pm (pick 4 days, Monday being one of the 4)

**Preferred Start Date: September 30.** We are hoping to fill this position ASAP. Qualified applicants will be interviewed immediately until the position is filled.

### **TO APPLY:**

No phone calls please. Email your resume, cover letter, and two letters of recommendation with "Administrative Assistant" in the email subject line to: [info@GrowingGardens.org](mailto:info@GrowingGardens.org)

### **Overview of Administrative Assistant Responsibilities:**

#### **Donor Management**

- Input and maintain donor information into our database
- Generate, print and mail donor thank-you letters
- Help plan and execute Donor Thank You party in June
- Compile end of year report for donors
- Assist with donor appreciation package deliveries

#### **Volunteer Coordination**

- Set up our volunteer registration platform, and update and manage this calendar on an ongoing basis.
- Assist with volunteer coordination by answering volunteer questions via emails and calls and assign volunteers to pre-scheduled tasks.

- Generate and send thank yous to volunteer groups

### **Registration and Invoicing**

- Generate, send and follow up on invoices for program participants
- Prepare registration sheets for children's programs and community classes
- Generate and send confirmation letters to program registrants
- Send reminder emails to participants for community classes
- Generate field trip schedules for Program Staff
- Generate group survey packets for children's programs
- Prepare weekly registration report for all programs to share with Program Director and Marketing Director

### **HR and Community Building**

- Maintain list of staff birthdays and major life events and coordinate celebrations of important events throughout the year
- Work with Executive Director to plan and implement a team-building day each month. These include happy hours, all staff work days, intern graduations and staff planning sessions.
- Help with Growing Gardens community events as needed
- Support onboarding process for new staff, including business card orders, photos for website, etc.

### **General Admin**

- Maintain records related to our Colorado State Childcare License
- Website updates
- Update sponsor packages each year
- Respond to various requests from our team- these vary depending on season and project
- Communicate with the public through emails, phone calls and at events

### **Required Qualifications**

- High degree of computer proficiency, including experience with word, excel, google platform and database management
- Exceptional relationship building skills
- Excellent communication skills (public speaking, recruiting, interacting with partners from other non-profits, email and phone communication)
- Ability to organize and prioritize short and long term tasks and projects
- Ability to commit to a part-time position for at least one year
- Ability to work independently as well as collaboratively with a small staff
- Ability to positively interact with volunteers, interns, youth, people with disabilities and the general public on a daily basis
- Must be able to successfully manage multiple, high priority tasks in a fast-paced environment

### **Desired Qualifications**

- Proficiency with graphic design programs such as Adobe Illustrator
- Bilingual in English and Spanish

This position offers many great rewards and is a wonderful opportunity to put your heart into your work. Our office is an enjoyable place to work filled with much humor and laughter as we dedicate our time into making the community a better place.