



POSITION: Administrative Assistant

Pebble Tossers' mission is to equip and empower youth to lead through service.

The Administrative Assistant is an essential part of a dynamic team working to advance Pebble Tossers' mission for youth development through service. The Administrative Assistant will be responsible for a variety of administrative and other tasks providing support where needed. This role seeks an experienced and organized individual. Position will be a part-time independent contractor (up to 15 hours per week) and flexible with both virtual and in-person opportunities.

RESPONSIBILITIES

- Maintains calendar, prepares daily schedule and prioritizes meeting requests for Executive Director (ED);
- Coordinates, attends, prepares materials for and takes minutes at Board and Committee meetings and special events;
- Responsible for organizing and maintaining office documents via Google Suite;
- Responsible for internal grant database administration including data entry tracking and online submission for corporate and foundation grants;
- Assist Membership + Marketing Manager with member communications, marketing features and events;
- Assist Communications Manager on maintenance of website and Google AdWords;
- Assist Operations Manager in maintaining relationships with partner nonprofit organizations and schools;
- Assist with donor stewardship and communications, including appeals and thank you letters;
- Provide program support, coordination and logistics of virtual and in-person workshops, service projects, programs, and presentations including purchasing project supplies, room setup for events and meetings, including: assemble, pack, schedule and ship "in person" program materials.

PREFERENCES

- Associate or Bachelor's degree, three years of experience working in a corporate or nonprofit work environment in an administrative position;
- Excellent writing/editing and verbal communication skills;
- Self-starter, able to work independent with the ability to develop effective work plans, organize details, set priorities, and meet deadlines;
- Forward thinking with respect to Inclusion, Diversity, Equity, and Access (IDEA);
- Proficiency in Google Drive, Office, Word, Excel, Power Point, Canva; knowledge of Constant Contact, Slack, Asana, CRM systems and virtual meeting platforms;
- Availability to work evenings and weekends as needed for projects and/or special events;
- Physical Requirements: Ability to carry 35 pounds, which may involve carrying service project materials as needed;
- Pre-employment background checks are conducted on final candidates.

SALARY

Independent Contractor, part-time, paid hourly.

Pebble Tossers is an Equal Opportunity Employer who stands for a community where our volunteers, staff, contractors, and board of directors feel valued and appreciated.

Please send cover letter, resume and two employment references via email to Jennifer Guynn-jguynn@pebbletossers.org.

www.pebbletossers.org

1155 Mt. Vernon Hwy | Suite 800 | Dunwoody | GA | 30338 | 678-757-5597