



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 and is 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 Program Coordinator 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 set up for events and meetings, including assembling, packing, scheduling, and shipping "in-person" program materials.

PREFERENCES

- Associate or Bachelor's degree or 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 independently 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, PowerPoint, 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.

EMPLOYMENT STATUS: Part-time, 20 hours/week, non-exempt status. The position will have virtual and in-person opportunities.

COMPENSATION: \$12-16/hour, depending on experience and proficiency.

Pebble Tossers' embraces diversity and equal opportunity in a profound way. We are committed to building a team and community that represent a variety of backgrounds, perspectives, skills, and abilities. The more inclusive we are, the better our work will be.

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