Employment Opportunity

Date: July 30, 2021
Position Title: Administrative Assistant
Status: Part-time 20 hours/week, Hourly
       Temporary position (4 months duration)
Reports To: Finance and Operations Manager

Job Summary: This position will provide administrative support to the Finance and Operations Manager and Executive Committee. Duties may include calendaring, data entry, document formatting, internet research, fielding calls, receiving and directing visitors, support of financial and administrative procedures, and hard-copy and digital file organization.

Essential Functions
- Assistance with reception, including phone and in-person coverage.
- Data entry into databases and spreadsheets including Microsoft, Google, and Salesforce platforms.
- Meeting support including note-taking and follow up distribution of materials.
- Document and presentation formatting and distribution, including support of mailings and critical correspondence to audiences including donors and our board.
- Support of Executive Committee calendars and calendaring processes.
- Internet-based research and engagement with on-line administrative tools.
- Occasional “all hands” event support, including assistance with room set up and hospitality.

Essential Requirements:
- Minimum one year of administrative experience.
- Strong verbal, written and interpersonal communication skills.
- Proficient in Microsoft Office with the ability to quickly master new technology.
- Superior customer service orientation.
- Detail-oriented with strong time management skills and ability to multitask.
- Ability to work both independently and as a team player and comfortable seeking guidance as needed.
- Valid CA driver’s license.

Non-Essential Requirements:
- Administrative experience in a non-profit organization.
- Bilingual English/Spanish.

Work Environment: Primary work environment is a cubicle workstation at the Dwight Center with artificial lighting and low noise level. Occasional work in field locations on the preserve with uneven terrain and limited cell phone reception.

Physical Requirements: Office workstation requires extended sitting, fine finger movements and visual capacity to review and edit documents. Some bending, lifting up to 25 lbs, and grasping. Requires capacity to navigate two-story building, assist with room setup, participate in outdoor events and hike 2 miles in varying terrain. Driving required for local travel.

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