Administrative Assistant

Applications: Mail resume, cover letter and contact information for three references to Darrie Ganzhorn, Executive Director, P.O. Box 617, Santa Cruz, CA 95061 or email to darrieg@homelessgardenproject.org. Resumes will be accepted until position is filled. Desired start date: August 5th, 2019

Description of Organization and General Function:
The Homeless Garden Project (HGP) is a nonprofit organization based in Santa Cruz, CA that provides job training, transitional employment and support services to people who are homeless. As an important complement to these programs, HGP operates a vibrant community volunteer and education program. The training, employment, education and volunteer programs take place in an organic farm and related enterprises.

Our grassroots program is funded through a mix of donations from individuals, grants, events and earned income. We are preparing for a time of growth, including a Capital Campaign to fund a new, permanent, consolidated site; with the growth of acreage, our goal is to serve three times as many people each year. The successful candidate for this position will play a very important role within the organization during the Capital Campaign and the construction of our new facility in Pogonip, and our subsequent expanded operation once the construction is completed.

We are seeking an Administrative Assistant; an individual with enthusiasm, energy, a can-do attitude and the ability to stay focused on getting the job done.

By supporting the Operations, Fundraising and Administration of the organization, the Administrative Assistant will be a key member of the staff, involved in many of the organization’s activities and most importantly, be of tremendous help to our dedicated and very busy Executive Director.
Reports to: Executive Director
Full Time, $18/hour

Benefits: Health benefits, 16 vacation days, 6 days of sick leave, 9 paid holidays

Primary Responsibilities

Reception and Office Management
Ensure a smoothly running office including functioning office equipment, sufficient inventory of supplies, building repairs.
Answer telephones and receive visitors; serve as initial point of contact in agency; and mail distribution.
Organize and schedule meetings and appointments
Assist in preparation for Board and committee meetings
Support staff with daily clerical tasks.
Supervise volunteers performing clerical tasks.
Assist the Executive Director in organization, management and implementation of agency business including, but not limited to, records, bookkeeping and reports.
Assist Executive Director and volunteer bookkeeper with bookkeeping, including receipt of deposits, maintaining clear financial records, and the timely payment of bills.
Assist in maintenance of and collection of names for all mailing lists
Assist in production of newsletter, event and other mailings
Assist in promotional activities, including media relations
Other duties as assigned

Data Entry
Ensure timely and accurate data entry necessary for reports and contracts
Manage, build and populate Excel databases

Preparation and Knowledge

Qualifications

- Outstanding organizational and time management skills
- Excellent Microsoft Office knowledge and English proficiency
- Demonstrated experience in office management systems and procedures
- Excellent verbal and written communication skills
- Experience working with non-profit agencies and non-profit run businesses
- Strong problem-solving skills, ability to work independently
- Confidentiality and discretion
- Effective communication and interpersonal skills—especially with people of varied ages, experience levels and backgrounds