

Administrative Assistant

Job Description

Part-time position with the Sierra Resource Conservation District/Creek Fire Recovery Collaborative

Job Type: Part-Time, temporary through the end of 2023 with the possibility of extension

Compensation: \$18-\$22 per hour

Location: 33224 Auberry Road Auberry CA 93602

Schedule: 15-20 hours per week during normal business hours (8am-5pm) / Select weekends as needed for events and workdays

Position Overview

In order to address the ongoing and evolving needs of the Creek Fire Recovery Collaborative, we seek to hire a part-time staff person to join our team. Under the general supervision of the Chair, the administrative assistant will manage the day-to-day administrative duties, provide clerical and secretarial support to the Chair, coordinate events and workdays, maintain the organizational calendar, provide additional staff support to board and committees, create and maintain print and digital communications and marketing, assist with organizational projects, and perform other duties as assigned.

Responsibilities

- Oversee and address inquiries through the organizational email accounts and answer phone calls
- Carry out administrative duties such as filing, scanning, shipping, mailing, database entry, etc.
- Maintain internal and external calendars of events, workdays, and meetings
- Coordinate events, workdays, and meetings with multiple points of contact
- Create flyers and promotional materials for events
- Develop and maintain communication schedule including social media management, email communications, and organizational newsletter
- Provide weekly website updates as needed
- Assist with Board and Committee management including scheduling meetings, compiling and distributing agenda packets and minutes, and attending select meetings
- Assist with organizational projects as needed
- Provide clerical and administrative support to the Chair
- Perform other duties as assigned

Skills and Qualifications

- High School Diploma or equivalent
- Proficiency in Microsoft Suite and Google Drive

- Strong oral and written communication skills
- Must be detail-oriented
- Highly self-motivated
- Excellent organization and time management skills
- Demonstrate a high level of integrity and reliability

Requirements

- Must possess a valid driver's license, clean DMV record, reliable personal vehicle, and car insurance.
- Must have the ability to maintain confidentiality and integrity of financial and sensitive data.

Physical Requirements and Work Conditions

- Must be able to perform essential functions of the job
- Use a ladder, lift, carry, push, or pull a minimum of 25 lbs.
- Must be able to work in shared office space with other employees and tolerate typical office environment and noise levels
- May be exposed to dust, loud noises, moving mechanical parts, cleaning chemicals, vibration, and outdoor weather conditions

To apply: Please email your cover letter and resume to tanner@creekfirerecovery.org with the position title in the subject line.