



Restorative Partners

A Safer Community Where Everyone Belongs

Job Title:	Administrative Assistant	Job Category:	Staff
Location:	Restorative Partners Office 3220 S. Higuera Ste. 103A San Luis Obispo, CA 93401	Position Term:	Begins November 2018
Salary Range:	\$15.00 per hour	Hours:	Full time, 40 hours per week
HR Contact:	Brandee Puett Operations Director brandee@restorativepartners.org 805.242.1272 ext. 163	Date posted:	October 17, 2018 Closing November 1, 2018

Organization: Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey, to be an instrument of restoration, of forgiveness, of accountability, and of reconciliation. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. www.restorativepartners.org

Job Purpose: The Administrative Assistant works closely with the Operations Director overseeing support systems i.e. volunteer and donations database, marketing, purchasing and inventory, frontend bookkeeping and record tracking. Provides support with Restorative Partners events and outreach and supervises Administration volunteers and interns.

Duties:

Administrative Assistant

- Oversee GiftWorks Database entries for monetary donations and in-kind donations.
- Sends thank you notes for donations
- Manage volunteers who do data entry into GiftWorks
- Preparing materials needed for appeals, events, and for community outreach
- Manage office Inventory of supplies
- Purchase supplies for office and programs
- Oversee interns and volunteers in office
- Intake donations
- Record minutes at Board of Directors meetings

Marketing

- Represent Restorative Partners at the front of house by welcoming and assisting visitors



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- Design fliers as needed
- Edit, design, and email out newsletter through Mail Chimp
- Post upcoming events, orientations, or programs to Facebook
- Managing content updates to the website
- Update brochures as needed
- Create and print business cards for staff as needed

Bookkeeping

- Prepare and make deposits to bank
- Prepare invoices for county contracts
- Prepare staff timesheets and mileage reports for payroll consultant
- Submit direct deposits
- Monitor PayPal account receivable
- Match credit card statements with receipts
- Track billing information for homes

Event Support

- Assist Event Coordinator in designing event marketing materials
- Compose donation request letters for silent auction and/or raffle items
- Solicit auction items for event
- Manage volunteers during event for set up and tear down
- Manage correspondence and send out “Thank You” to vendors, sponsors, donors, and volunteers
- Keep inventory of display materials, decorations, projectors etc.
- Create event programs

Skills/Qualifications:

- Strong oral and written communication skills
- Proficiency with Google drive and Dropbox
- Volunteer management experience preferred
- Interest and desire in serving non-profit sector preferred
- Good verbal and written communication skills needed, including proper spelling and grammar
- Ability to prioritize and handle a variety of assignments simultaneously in a fast-paced and time-sensitive work environment
- Must be organized, flexible and a self-starter
- Must be reliable and prompt
- Flexible schedule and availability to work some nights and weekends

Last Updated By:

Brandee Puett

Date/Time:

10/17/18