



Job Description

Title: Administrative Assistant
Reports to: Executive Director
FLSA: Non-Exempt
Employee Type: Full Time – 40 hours
Salary: \$20-30/hour

SUMMARY

The Administrative Assistant performs a variety of tasks related to successful day-to-day operations. This position will work closely with all departments to ensure staff policies and procedures are adhered to, including fundraising, accounting and HR. Responsible for documentation and databases related to finances, donor acknowledgements, HR, and volunteer coordination.

ESSENTIAL FUNCTIONS

The essential functions listed below are general examples and not a description of comprehensive duties. Specific duties and responsibilities may vary depending on program needs without changing nature or scope of this position or level of responsibility. May be asked to perform other duties as assigned.

- First point of contact to the general public; manage the main email inbox to respond to general inquiries, answer the office phone, provide accurate information, and direct callers to the appropriate department/person; get mail, open, and distribute accordingly.
- Work with bookkeeper and accountant to track expenses/revenues documentation in print and online formats (QuickBooks), and maintain office and business inventory for Shopify; purchase and ship items.
- Assist with on-boarding, scheduling staff training, maintaining paper and online records, and updating staff policies and handbook as applicable.
- Assist with payroll, tracking staff requests for time off, and other staff updates within ADP.
- Work with the Development Director to process donor acknowledgements and maintain donor database (Salsa).
- Work with the Educational Garden Manager to manage volunteer database (Volgistics) and application process.
- Assist staff with Board and Committee meeting preparation as needed.
- Coordinate organizational calendar and Zoom meetings/invites.
- Assist with special, programmatic, fundraising, and outreach events.
- Other duties as assigned.

SCHEDULE

Full-time, 40 hours. Office hours are Monday – Friday, 8 a.m. – 5 p.m. but days/hours flexible – work as needed to accomplish tasks. Can work remote or hybrid, although some work is required in office. Weekends and /or events before or after regular business hours required as needed.

JOB QUALIFICATIONS

Education

- College bachelor’s degree or equivalent experience desired.

Experience

- 1 – 2 years working as an office assistant/coordinator/manager required
- Prior QuickBooks, ADP, and/or donor/volunteer databases experience desired; MS Office applications required

Knowledge, Skills and Ability

- Strong organizational, interpersonal, written, and oral communication skills.
- Proven relationship management ability spanning all levels of an organization.
- Critical thinker with ability to use logic and reasoning to identify and problem solve, and escalate issues to management when necessary.
- Must have a strong work ethic, be a self-starter, and have the ability to multitask and work independently.
- A flexible and supportive approach toward working with teams.
- Ability to operate standard office machines: printer/scanner, voice mail system, and laminator.
- Must be comfortable working with people with all abilities.

Licensure and Other Requirements

- Valid CA driver’s license and automobile insurance
- Travel: Requires some travel within the Tri-Valley region
- Ability to pass background check

PHYSICAL REQUIREMENT/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interact with computers and general office equipment.
- Heavy computer work: sitting and repetitive hand movements associated with keyboard and mouse use.
- Light standing, walking/ moving around an office environment.
- Ability to lift 10-20 pounds on an infrequent, but regular basis.
- Ability to work in a moderately noisy environment with frequent interruptions.
- Occasional visits to Sunflower Hill Garden – dusty, rocky and uneven dirt paths.
- Occasional visits to our Residential communities.
- This role can be performed in the office, or via hybrid model.

SALARY/BENEFITS

Salary range is \$20 - \$30 per hour and is competitive for similar size nonprofits and commensurate with experience. Benefits include the option for medical/dental/vision coverage, as well as 401k and generous holiday/vacation/sick time. Hybrid work model in place with flexible schedule.

TO APPLY

Please send a resume indicating your interest in the position to info@sunflowerhill.org.

Equal Opportunity Employer

Sunflower Hill strongly values diversity and is committed to equal opportunity and non-discrimination in all of its policies and practices, including the area of employment. Accordingly, Sunflower Hill does not discriminate against any person on the basis of race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply. Qualified applicants with criminal convictions will be considered after an individualized assessment of the conviction and the job requirements.
