



## CANOPY POSITION ANNOUNCEMENT

### **Administrative Specialist - Full Time (Exempt)**

Canopy is a growing urban and community forestry nonprofit with a track record of delivering high quality, innovative programs that bring nature into neighborhoods throughout the Midpeninsula. Canopy staff and volunteers strive toward excellence, equity, collaboration, and gratitude in the work we do, and welcome candidates that share these values. We are seeking a dedicated person to join our team and grow with us as we work towards our vision: a day when every resident of the Midpeninsula can step outside to move, play, and thrive under the shade of healthy trees.

#### **Position Summary**

Under the direction of Canopy's Executive Director, the Administrative Specialist provides logistical, organizational, and administrative support to Canopy's Executive Team. This includes supporting Canopy's Executive Director, Board of Directors, advocacy programs, and fundraising activities. The Administrative Specialist plays a key role in the overall success of the organization by maintaining critical infrastructure, anticipating organizational needs, and ensuring the smooth functioning of Canopy's operations systems.

#### **Executive Director And Board Support (~30%)**

- Provide logistical, organizational, and administrative support to Canopy's Executive Director
- Schedule, organize, and prepare materials for internal and external meetings, including monthly Board and Committee meetings
- Maintain clean, accurate records in Salesforce database and other tracking systems; enter important data including contacts, correspondence, project notes, and event records
- Proactively assist and follow through on all special projects as assigned

#### **Advocacy Program Support (~25%)**

- Attend monthly Advocacy Committee meetings; maintain committee notes
- Support Canopy's advocacy efforts and programs, for example by tracking local city council and commission agendas and maintaining advocacy program records
- Opportunity to participate more deeply in advocacy work, depending on interest and experience

#### **Development and Fundraising Support (~25%)**

- Help coordinate fundraising mailings and appeals
- Support donor stewardship activities and events
- Process gifts; maintain accurate donor and gift records in Salesforce database; make bank deposits

#### **Office Management & Administrative Systems (~20%)**

- Update and maintain electronic records, Salesforce database records, and physical files
- Manage online services and databases, including Constant Contact (email marketing), Flickr (photos), online sign-up forms, and Google Suite (including calendars, documents, sites.)
- Manage the office environment; source and purchase necessary materials and supplies
- Regularly check Canopy infobox ([info@canopy.org](mailto:info@canopy.org)); respond or forward as appropriate

#### **Qualifications and Experience**

- Preferred at least two years of full-time work experience
- Experience in administrative or support role, preferably in nonprofit environment
- Experience handling confidential or sensitive information
- Excellent written and oral communication
- Ability to respond thoughtfully, promptly, and respectfully to various audiences

- Excellent computer skills; preferred experience with SalesForce, Microsoft Office, and Google and other Internet cloud applications (training available)
- Strong organizational skills, sharp attention to detail, and commitment to producing quality results
- Ability to prioritize and handle multiple tasks independently
- Ability to learn quickly and understand new processes

### **Personal Characteristics**

- Excellent interpersonal skills
- Exceptional organizational skills
- High energy and willingness to embrace the variety of hands-on responsibilities a small organization offers
- Self-starter, flexible and creative; able to adapt to a fast-paced working environment

### **Physical Activity Requirements**

- Ability to sit and type for long periods of time, frequently
- Driving to and around neighborhoods where work is being performed

### **Compensation**

- Compensation for this full-time position is \$50,000 (exempt)
- Medical/dental/vision insurance, sick leave and vacation time are offered on a prorated basis.
- Canopy values professional growth and opportunities for professional development.

### **How to Apply**

Email résumé, cover letter, and writing sample to Ann Bilodeau at [abilo@via.net](mailto:abilo@via.net) with the subject “Canopy Admin Specialist Application.” Accepting applications on a rolling basis until the position is filled.

*Equal opportunity employer: Canopy strives to engage, celebrate, and reflect the rich diversity of the communities we serve. We value inclusion and equity in our programs, leadership, and hiring practices.*