

# Administrative Associate

## Part Time - Non Exempt

Canopy is a growing Palo Alto-based environmental nonprofit that engages the community in the growth and care of our urban forest. Through well-established advocacy, planting, tree care and education programs in Palo Alto, East Palo Alto and neighboring communities, Canopy creates a more livable environment for all. For more information, visit [www.canopy.org](http://www.canopy.org).

## Position Summary

Canopy is looking for a dynamic and resourceful individual to support the Executive Director and Development Director and manage the organization's administrative systems (24 hours a week.)

## Responsibilities

Duties include but are not limited to:

- Maintaining and updating electronic records and accurate filing system
- Processing gifts
- Bookkeeping
- Updating website, managing online services such as Constant Contact, Facebook, etc.
- Creating office, administration, and procedural manuals
- Assisting with events planning as needed
- Scheduling and organizing meetings
- Managing office supplies
- Proactively assisting and following through on all special projects as assigned

## Required Skills and Knowledge:

- Combined four years of full-time work experience and/or higher education
- Experience in administrative or support role, preferably in nonprofit environment
- Experience handling confidential information
- Excellent written and oral communication skills
- Excellent computer skills including Microsoft Office, FileMaker Pro, CMS, and Google and other Internet cloud applications
- Proficiency with QuickBooks
- Strong organizational skills, sharp attention to detail, and commitment to producing quality results.
- Ability to prioritize and handle multiple tasks independently
- Ability to quickly learn and understand new processes
- Ability to respond thoughtfully, promptly, and respectfully to various audiences

## Personal Characteristics

- Has excellent interpersonal skills

- Has high energy and embraces the variety of hands-on responsibilities a small organization offers
- Is flexible and creative and can adapt to a fast-paced working environment

### Physical Requirements

- Ability to remain sedentary and perform long periods of computer data entry
- Ability to lift 25lbs occasionally

### Compensation

Compensation commensurate with experience. Eligible for pro-rated benefits after trial period. (medical/dental/vision insurance, vacation and sick leave.)

### To Apply:

Email résumé, short cover letter, and writing sample to Ann Bilodeau, Member of the Canopy Finance and Development Committee, at [abilo@via.net](mailto:abilo@via.net), Cc. [anwyn@canopy.org](mailto:anwyn@canopy.org) .

Position open until filled.