



CANOPY POSITION ANNOUNCEMENT

Administrative Associate - Full Time (Non-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 Operations Director, the Administrative Associate provides administrative support to Canopy's Executive Team. This includes supporting Canopy's Executive Director, Operations Director, Board of Directors, and fundraising activities. The Administrative Associate plays a key role in the overall success of the organization by maintaining critical infrastructure, anticipating organizational needs, and supporting the smooth functioning of Canopy's operations.

As a collaborative and mission-centered team, Canopy staff often "share hats" and pitch in where needed to support one another and the overall organization. The Admin Associate in particular may take on special projects that cross departments. The balance of duties for this position varies seasonally (e.g., more fundraising focus leading up to an event; more ED support prior to a board session). Position duties include:

Development & Fundraising Support (50% average)

- Process gifts: enter contributions into Canopy's Salesforce database; generate formal gift acknowledgements as needed; distribute donation reports; and prepare bank deposits.
- Support Development team with digital infrastructure projects, for example by coordinating CRM data quality control, coordinating with Salesforce consultants on enhancements and integrations, and creating fundraising reports and dashboards.
- Support Development team with fundraising mailings and appeals, for example by helping prepare mailing lists, coordinating collateral printing, and working with volunteers to mail donor packets.
- Support fundraising and donor stewardship activities, for example by sending donation reports to Canopy donor stewards and serving on ad hoc event committees.

Executive Director & Board Support (25% average)

- Manage and update Board of Directors and Committee meeting calendars
- Prepare materials for internal and external meetings, primarily monthly Board and Committee meetings
- Support clean, accurate record-keeping in Salesforce database and other tracking systems; help enter contacts, correspondence, project notes, and event records
- Maintain and update Canopy Board portal website
- Provide additional administrative support to Canopy's Executive Director as needed

Office Management & Operations Support (25% average)

- Manage the office environment; source and purchase necessary materials and supplies
- Manage users and permissions for Google Workspace and Zoom accounts, including maintaining Canopy's shared calendars
- Coordinate IT support needs and purchases; maintain IT records
- Regularly check Canopy infobox (info@canopy.org); respond or forward as appropriate
- Maintain electronic records, physical files, and documentation of internal systems and processes

Location

This position is temporarily remote during shelter-at-home, but requires visiting the office at least once per week to check mail and process gifts. Robust COVID-19 safety protocols are in place. When the shelter-at-home mandate is lifted, this position will be mostly full-time in the office, with some flexibility for continued remote work.

Qualifications and Experience

- Preferred at least two years of full-time work experience
- Excellent computer skills; preferred experience with Salesforce, Google Workspace, and other internet cloud applications
- Generally tech-savvy; comfortable troubleshooting and researching issues related to software and digital devices, with support from IT professionals as needed
- Experience handling confidential or sensitive information
- Excellent written and oral communication skills
- Experience organizing and managing systems and/or documenting system processes (e.g. maintaining databases or digital record systems)
- Strong organizational skills, sharp attention to detail, and commitment to producing quality results
- Ability to respond thoughtfully, promptly, and respectfully to various audiences
- Ability to prioritize and handle multiple tasks independently
- Ability to learn quickly, understand new processes, and troubleshoot when necessary
- Proactive problem-solver

Physical Activity Requirements

- Ability to sit and type for long periods of time, frequently
- Ability to bend, squat, stoop, and stand for long periods of time, regularly.
- Preferred: ability to lift up to 50 lbs. occasionally.

Compensation

- Compensation for this full-time position is \$50,000 (non-exempt)
- Medical/dental/vision insurance, sick leave, vacation time, and generous paid holidays.
- Canopy values professional growth and opportunities for professional development.

How to Apply

Email résumé and cover letter to Ann Bilodeau at abilo@via.net with the subject “Canopy Admin Associate 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.