



CANOPY POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSOCIATE – PART TIME – NON EXEMPT

Canopy is a growing environmental nonprofit that engages Midpeninsula communities in the growth and care of local urban forests for the benefit of all. We achieve our mission through well-established tree planting, tree care, education, and advocacy programs. For more information, visit canopy.org.

POSITION SUMMARY

Canopy is seeking a dynamic and resourceful person to support senior staff and manage the organization's administrative systems. 20 hours a week, preferred schedule is 4 hours per day, Monday through Friday.

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.

RESPONSIBILITIES

Duties include but are not limited to:

- Updating electronic records, calendars, and contact database; maintaining accurate filing system
- Supporting development and fundraising activities, including gift processing, support for major donor stewardship, and assisting with fundraising appeals
- Supporting Executive Director with preparation for Board Meetings
- Maintaining office, administration, and procedural manuals
- Assisting with event planning as needed
- Scheduling and organizing meetings
- Managing office supplies
- Providing bookkeeping support
- Proactively assisting and following through on all special projects as assigned

REQUIRED SKILLS AND KNOWLEDGE

- Excellent written and oral communication skills
- Experience in administrative or support role, preferably in nonprofit environment
- Excellent computer skills including Google Suite, Microsoft Office, and FileMaker Pro
- Proficiency with QuickBooks a plus
- 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 handle confidential information with the utmost discretion
- 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 Fund Development Committee, at abilo@via.net, Cc. shannon@canopy.org. – Position open until filled.