Administrative Assistant
Job Description

We are looking for a rockstar administrative assistant who shares our values and wants to make a difference in their community. Join our team and learn about urban forestry projects that are leading climate change mitigation initiatives! Learn more about us at www.treesandiego.org

START PERIOD: December/January

PERKS: Flexible schedule, great team environment, make a real difference in your community

ORGANIZATION MISSION: Tree San Diego is a nonprofit dedicated to increasing the quality and density of San Diego County’s urban forest for the benefit of people, the environment, and the future.

POSITION SUMMARY: The Administrative Assistant will be responsible for a variety of administrative and programmatic tasks providing support for staff, events, programmatic logistics, and occasional board meeting presentations. This is a contracted position (1099) with some opportunity for both a flexible schedule and to work virtually from home. This role requires some limited local travel throughout San Diego County.

PRIMARY RESPONSIBILITIES:

- Support coordinating intern onboarding, tasks and tracking plans
- Support donor stewardship, fundraising campaigns and logistics
- Answer voicemails, emails, and stakeholder inquiries
- Schedule appointments, meetings, events and maintain organization and team calendars
- Support onboarding logistics; collate/distribute and file materials
- Create and maintain filing systems; both electronic and physical
- Support social media and newsletter content collection and development
- Coordinate event and volunteer logistics

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

- A minimum of two (2) years experience working in an administrative position combined with complementary education is preferred.
- AA or four-year degree
- Experience using task management software is a plus

CORE COMPETENCIES

- A shared, caring commitment to creating a better environment
- Strong data entry skills; experience with data entry and tracking
- Proficiency with Microsoft Word, Excel, PowerPoint and Google Drive
- Experience using and managing social media platforms
- Excellent organization capabilities
- High level of professionalism and punctuality

COMPENSATION: $22/Hour, at least 20 hours/week; this is a 1099 contracted position

HOW TO APPLY: Please submit your resume, cover letter, and at least one reference to info@treesandiego.org