



JOB DESCRIPTION

JOB TITLE: Administrative Assistant

REPORTS TO: Executive Director

STATUS: This is a part-time non-exempt position. Average hours worked are 25 to 30 a week

JOB SUMMARY: This is a part-time, year round position)

- The primary responsibility of the Administrative Assistant is to provide key administrative support to the Executive Director and office functions. The position will perform duties in the areas of human resources, fundraising, IT, phones and other office equipment support, vendor and contract management, coordinating service calls and procurement and contract management, and misc. office functions. The position will also coordinate volunteer projects and occasionally help out with projects on the farm so flexibility and a love for farms, the outdoors and nature required!

ESSENTIAL FUNTIONS: (Note: the following list of essential functions is not exhaustive, and may be supplemented as necessary.)

1. Prepare weekly payroll, bank deposits, credit transactions and bills by 3:00 PM on Mondays.
2. Manage invoicing system for all revenue sources; wholesale, facility rentals, summer camp, education programs.
3. Coordinate with insurance companies to process annual paperwork, report worker's compensation and other insurance claims.
4. Answering phone calls, event inquiries, and directing visitors to the farm working from our farm store.
5. Manage fundraising database and provide administrative fundraising support.
6. Complete new employee paperwork and maintain employee files.
7. Maintain facilities maintenance schedules and coordinate service calls as needed.
8. Maintain and renegotiate office vendor contracts.
9. Manage event/program registrations.
10. Coordinate and schedule volunteer projects.
11. Complete mailings for fundraising and other farm functions as needed.
12. Complete photocopying and printing projects as requested.
13. Distribute advertisements including posters, lawn signs etc.
14. Maintain office's central filing system.
15. File taxes and reports as required.
16. Process permits and renewals for licenses.
17. Maintain office equipment and supply inventory.
18. Coordinate phone and IT support
19. Support farm events, education programs, and other farm-related activities
20. Perform other duties as assigned.

ADDITIONAL COMMENTS: All employees of Stonewall Farm are responsible for collaborating with each other to achieve the organization's mission and all goals. All employees are responsible for following policies and procedures of Stonewall Farm. Employees are not permitted to use farm equipment or assets for personal use or gain or loan/sell equipment with exception of benefits outlined in the Employee Handbook.

QUALIFICATIONS:

- Outstanding organizational, communication and written skills
- Strong attention to detail
- High level of proficiency in MS Office, databases, Wordpress and online forms, etc.
- Ability to easily navigate a variety of web-based software solutions and experience with Bloomerang fundraising software a plus.
- Excellent customer service skills
- Ability to work with minimal supervision
- Maintain strict confidentiality
- highly adaptable in our dynamic environment

PHYSICAL REQUIREMENTS:

We expect you are physically able to perform your duties and responsibilities as identified in this job description.

1. Mental/visual (mind/eye/hand coordination)
2. Spend many hours in front of computer
3. Walk/sit/stoop/kneel/stand
4. Climbing up to various heights
5. Driving (must have dependable transportation)
6. Lifting up to and including 40lbs.

Please sign and date below, identifying your receipt, understanding and acceptance of the above Job Description and Position. Please note this is not a contractual agreement, employment can be terminated by either party at will.

Printed

Name: _____

Signature:

_____ Date: _____