



## **Part-time Position with Growing Hope ADMINISTRATIVE ASSISTANT / RECEPTIONIST**

**Position Title:** Administrative Assistant / Receptionist

Growing Hope is a 15-year-old non-profit organization dedicated to empowering individuals, groups and communities through gardening and increasing access to healthy food.

**Position Description:**

We are seeking a friendly, efficient, and detail-oriented person to help support our internal administrative operations and to be the first point of contact for office visitors, phone calls, and online inquiries. This is a part-time position at 20 hours/week that provides administrative support around database management, accounting and finance, and general office duties, reporting to the Interim Director of Engagement.

This person will work closely with the Interim Director of Engagement, Interim Director of Operations, and Finance Manager to provide administrative support around all record-keeping and office-related duties. This person will manage donor database entries using GiftWorks and will log financial and accounting data in QuickBooks as well as clerical and administrative work as needed to support the organization, including:

- Support fundraising staff in donor communications-- donation receipts, appeal letters, mailings
- Support staff in scheduling meetings, events, reservations of meeting spaces, etc.
- Support managing office needs overall-- tracking supplies, tasks, IT, cleaning
- Assist in other data entry, reporting, and administrative tasks
- Answer phones and email inquiries, forwarding to appropriate staff person or external resource
- Assist with accounting and finance data-entry

**Qualified candidates will exhibit the following:**

- Understanding of our mission and familiarity with our programs
- An excellent grasp of time management and ability to manage multiple tasks throughout the day
- Excellent attention to detail
- Professional communication by phone, strong writer by email and ability to interact well in person with a variety of personalities and workstyles, maintaining a cordial and positive demeanor
- Strong computer skills and able to function well in both a Mac & PC environment
- Proficient in MS Office (Excel, Word), Google docs and experience in working with databases, or equivalent kinds of software
- Ability to manage sensitive and confidential information with integrity

As with all our staff positions, we are seeking someone with a warm & supportive personality who is excited to work within the Growing Hope community to support and further our organizational values and goals. Experience working in teams, including teams of staff, volunteers, and partners is desirable as well as passion for Growing Hope's mission and work. Knowledge of or rooting in the Ypsilanti community is highly preferred.

**Hours & Compensation:** Schedule is M-F 9am-1pm with occasional evening and weekend event support. Some flexibility in schedule is negotiable. \$15/hour. Permanent position. Start date early March.

**To Apply:** Submit resume & 1 page cover letter, complete with reference contact information, to Maria Brummel, Interim Director of Operations at [apply@growinghope.net](mailto:apply@growinghope.net). Samples of written work are welcome. Application materials due by Friday, February 2nd at 5pm.

*Growing Hope is an Equal Opportunity Employer and does not discriminate potential employees based on race, creed, age, color, disability, national origin, sex, gender identity, sexual orientation or marital status. We encourage the following groups to apply: people of color and individuals who possess an in-depth understanding of poverty or economic hardship.*