

The San Diego River Park Foundation

JOB DESCRIPTION: Administrative Associate

Reports to: CEO

12-20 hours per week with a flexible schedule and work hours (between 8:30 AM and 6 PM)

Compensation: \$17 per hour with sick leave and PTO

OVERVIEW: We are a 501c3 nonprofit organization working toward a better future for the San Diego River and its incredible natural resources. This is a part-time position. We are seeking an awesome person to join our team. The ideal candidate is someone who can work 2 or 3 days per week including Monday.

ESSENTIAL RESPONSIBILITIES:

- Data entry of donations in a web-based donor management system (DonorPerfect)
- Generate donation receipts letters and renewal reminders
- Process incoming mail and other administrative duties
- Assist the CEO on special projects

OTHER RESPONSIBILITIES:

- Email donors related to donation processing
- Answer general office phone calls
- Maintain grant report tracking
- Assist with Board and Committee meetings to take meeting minutes, assist with scheduling and recordkeeping
- Other items as assigned and participate in staff meetings/outings

KNOWLEDGE & SKILLS REQUIRED:

- Very organized person with an attention to detail and accuracy
- Strong phone communication skills
- Proficient computer (PC) and Microsoft Office skills required. Able to quickly learn database systems.
- Passion for working at a non-profit, community-based organization
- Positive energy in the office and good team player
- Knowledge of DonorPerfect or similar data base system will be helpful

PHYSICAL REQUIREMENTS: Must be able to lift 15 lbs.

WORKING CONDITIONS: This position requires working at our office at least two days per week. The San Diego River Park Foundation maintains an office in western Mission Valley within walking distance of Old Town Trolley Station. We will continue to follow an adaptive strategy to meet COVID requirements. The Administrative Associate works with staff members and volunteers and interns in an open office setting.

TO APPLY: Please email your resume along with a cover letter explaining your interest in the position to:

Rob Hutsel

President and CEO at The San Diego River Park Foundation

rob@sandiegoriver.org