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 (2 or 3 days per week between 9AM and 4PM))

Compensation: $23 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. We seek an awesome person to join our team. The Administrative Associate works at our office on Pacific Highway. The ideal candidate is someone who can work 2 or 3 days per week on a set schedule.

ESSENTIAL RESPONSIBILITIES:

- Computer data entry of donations in a web-based donor management system (DonorPerfect)
- Generate donation receipt letters and emails
- Process incoming mail and other administrative duties
- Answer office phone
- Track donation recognition on a spreadsheet

OTHER RESPONSIBILITIES:

- Communicate with donors (phone and email) related to donation processing
- Guide office volunteers and work with other admin team members
- Other items as assigned and participate in staff meetings
- Generate reports primarily using DonorPerfect

KNOWLEDGE & SKILLS REQUIRED:

- Very organized person with attention to detail and accuracy
- Strong phone communication skills
- Proficient computer (PC) and Microsoft Office skills required.
- Passion for working at a non-profit, community-based organization
- Positive energy in the office and good team player
- Knowledge of DonorPerfect or similar CRM data base system will be helpful
- Must be able to work at a desk using computer and operate office printer.

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 short distance of Old Town Trolley Station. Free onsite parking is also available. The Administrative Associate works with staff members, volunteers and interns in an open office setting. The hours can be flexible as needed during a work week.

HOW TO APPLY: if you are interested, please send a resume to employment@sandiegoriver.org. It is helpful in your email to share why you are interested in this position. If you are on LinkedIn, you can send a link to your profile.