



JOB DESCRIPTION

TITLE: Administrative Assistant

SUPERVISOR: Operations Manager / Director

SUPERVISES: (None)

STATUS: Flexible Part-Time (20 hrs/week)

GENERAL

Colorado Nonprofit Development Center (CNDC) dba the Colorado Agrivoltaic Learning Center (CALC) is dedicated to fostering a healthy and vibrant nonprofit sector in Colorado by enhancing the effective and efficient use of community resources. Our values of partnership, respect, accountability, innovation, and learning guide our work. We provide comprehensive fiscal sponsor services to emerging and transitioning charitable groups (“Project”) serving their communities in areas as varied as education, arts, human services, and public health. CALC connects community members and students to clean energy, local food and responsible land management education through agrivoltaic experiences at Jack’s Solar Garden.

SUMMARY OF RESPONSIBILITIES

The Administrative Assistant’s role is a flexible one that consists of a mixture of the following activities: email management, coordinating with volunteers and tour guides, managing tour ticket sales, scheduling calendars (tours, team meetings, working retreats etc.), website maintenance, and managing social media and other communications platforms. Additional tasks outside of these, though related, may be requested as well.

A successful Administrative Assistant will have excellent time management, strong written and verbal communication, and critical thinking skills. They will take initiative to improve website and email engagement efficiencies, and be suited to handle independent and flexible workloads to achieve their work objectives within their normal schedules.

Work hours are flexible (day/evening; weekday/weekend). It is requested that work mainly occur between Wednesday and Saturday in order to monitor and coordinate public tours scheduled for Saturday mornings. This is expected to be a flexible part-time position. Specific times should only be required for one-on-ones with the Operations Manager / Director.

SPECIFIC DUTIES:

- 40% - Email management that involves coordinating public and private tours, sifting through emails to send to CALC staff, and responding to basic inquiries about the nonprofit.
- 40% - Managing calendars, Wix website, Google Drive, Give Butter and other back-end admin tasks related to tours, creating newsletters, social media posts on Instagram, and task management software.

- 20% - Response to organizational needs from on-site event management to database management to marketing-related activities – though these examples are illustrative and not all encompassing of potential additional tasks.

QUALIFICATIONS:

Required:

- Excellent time management skills.
- Savvy in Google Suite.
- Experience with basic web design or an interest in learning
- Data management skills in Excel.
- First-class organizational skills.
- Good writing skills.
- Positive and collaborative attitude.
- Able to take initiative when workloads are low.

Preferred beyond the Required:

- Excellent writing skills.
- Graphic design experience (Adobe Creative Cloud, Canva).
- Basic understanding of small nonprofit organizations.

POSITION TYPE/WORK SCHEDULE:

- Starting wage is \$20 / hour.

Interested applicants email a cover letter and resume to info@coagrivoltaic.org.

The Colorado Agrivoltaic Learning Center is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees.

For more information on CNDC, please visit www.cndc.org.