



## We're Hiring: Operations and Administrative Assistant

### Position Summary

Quaker Earthcare Witness is a 501(c)(3) nonprofit that promotes ecological integrity and environmental justice within the Society of Friends and collaborates with like-minded groups as a Quaker public voice for Earthcare.

The Operations and Administrative Assistant is an essential team member responsible for administrative support of the organization and the General Secretary.

The Operations and Administrative Assistant will work 20 hours per week, at least partially during traditional working hours and with some flexibility for evenings (depending on time zone) and occasional weekends.

This is a remote position. Our current staff are located in California and New York.

The salary for this position is \$22,500 - \$25,000 (\$45,000 - \$50,000 FTE) based on experience, with a monthly stipend for health insurance and generous paid time off. The Assistant will receive at-home office supplies as needed.

Please apply as soon as possible. Final deadline is May 15th. Position to begin mid-June with some flexibility.

### Key Responsibilities

- Maintaining our database and working with an external bookkeeper to manage the organization's financial components.
- Collaboration with staff regarding development/fundraising, communications, and Steering Committee connection.
- Serving as an administrator of our Google Drive, website, social media, and other online tools.
- Supporting programs and participating in in-person and online gatherings.
- Supporting special projects as needed.

## Qualities

- Attention to detail and ability to maintain accurate records and files.
- Self-motivated and able to work independently and as part of a team.
- Ability to think creatively, problem solve, and troubleshoot for solutions.
- Flexibility and willingness to pitch in and do what needs to be done.
- Ability to prioritize and multitask.
- Commitment to Quaker values, anti-racism, social justice, and Earthcare.

## Preferred Experience

- Familiarity with and commitment to Quaker Earthcare Witness's work and/or similar environmental or faith-based organizations.
- Familiarity with and commitment to Quaker process and practice across the Religious Society of Friends.
- Demonstrated history of success in nonprofit administration or related fields.
- Knowledge of constituent record management database (CiviCRM or similar), website administration (WordPress or similar), Google Drive, and Excel.
- Experience in remote office settings.

## To Apply

[Click here to send your resume, cover letter indicating your interest in the job, and three references as one single PDF.](#)

And please include your pronouns in your cover letter or resume.

*Quaker Earthcare Witness is an equal-opportunity employer and welcomes staff and volunteers from diverse backgrounds. All qualified applicants will be considered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.*

## Detailed Job Description

The Operations and Administrative Assistant will take responsibility for these areas:

### Finance Support

- Keep CiviCRM database updated, including running and formatting constituent reports and cleaning up membership records.
- Support fundraising efforts in coordination with the Finance Committee and staff, including coordinating the logistics of mail appeals and supporting online fundraising campaigns.
- Manage check deposits from the general mail, including recording donations and sending thank you letters in coordination with the General Secretary.
- Contact members regarding their renewals.

### Digital Support

- Open and process email in QEW email inbox(s).
- Maintain a regular schedule of routine QEW emails for the Steering Committee and Staff.
- Work as administrator for delegations and side events with the United Nations.
- Assist with the production of BeFriending Creation, our online/print newsletter.
- Routinely administer, organize, and update our website, social media, Google Drive, Google Calendar, listservs, and other online platforms.

### Program Support

- Support Steering Committee and staff with technical needs, calendaring, research, scheduling, and troubleshooting other projects.
- Provide administrative and logistical support for in-person and virtual meetings, events, and conferences, including setting up and managing registration, as well as preparing and sharing materials.
- Attend regular staff meetings and twice-yearly Steering Committee meetings (one in-person).
- Manage the organization's printing and mailing needs.
- Manage archives and send the appropriate files to the Swarthmore College Library.
- Support on special projects as needed.

The Operations and Administrative Assistant will work under the overall supervision of the General Secretary. Staff will often work independently, though there are crucial areas where collaboration and close connection is required.