

**BackPack Beginnings (BPB)**, a local non-profit that delivers child-centric services to feed, comfort and clothe children in need, is seeking an **Administrative Assistant** (minimum of 30 hours a week but open to full-time). This position provides support to the Executive Director, staff, volunteers and guests. The BPB Administrative Assistant will support all areas of BPB including office management, volunteer coordination and program administration for BPB. Responsibilities include, but are not limited to, the following:

Friendly presence in the office, greeting and assisting visitors, and managing office needs, including:

- Answering phone, door and emails
- Managing office/program documents
- Supervising honor card, t-shirt and other office sales
- Maintaining office upkeep
- Purchasing needed office supplies
- Managing staff calendar, lunches and events
- Give warehouse tours as needed

Coordinating program volunteers, including:

- Finding, managing and organizing delivery volunteers
- Adding all volunteer needs to our CRM

Providing administrative support for core BPB programs, including:

- Assisting BPB staff, as needed, with program implementation
- Tracking and acknowledging donations
- Overseeing program inventory (place orders, receive deliveries, enter data into CRM, submit monthly reports, seek out best pricing, work with vendors, etc.)
- Assisting guests with making Family Market appointments
- Running errands as needed
- Updating website
- Filling in for other staff when they are out of the office

**Qualifications of Administrative Assistant:**

- Friendly, Detail-oriented and Self-motivated
- Passionate about nonprofit work and serving others
- Ability to effectively multi-task and adapt to changing needs
- Outstanding communication and interpersonal abilities
- Spanish speaker, preferred
- Excellent organizational and leadership skills
- Familiarity with office management procedures and CRM systems, Salesforce in particular
- Excellent knowledge of Google Docs, Word, Excel
- High school diploma; BS/BA college degree
- Valid Driver's License

*Compensation is \$15-\$20 per hour, depending on experience. Please send a cover letter and resume to [parker@backpackbeginnings.org](mailto:parker@backpackbeginnings.org).*