



# AACORN

## AACORN

### JOB DESCRIPTION

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TITLE: **Administrative Assistant**  
DEPARTMENT: Administration  
REPORTS TO: Executive Director  
POSITIONS SUPERVISED: None  
STATUS: Non-exempt

#### **Summary of Responsibilities:**

Responsible for administration support including but not limited to assisting the Executive Director, Program Director, and Farm Manager as well as tasks for the Board of Directors related to farm operations. Support includes but is not limited to special projects, proposals and general clerical duties.

#### **Essential Duties and Responsibilities:**

Responsible for financial management and record keeping of program fees, donations, product revenues, etc... including online banking procedures and physical deposits.

Responsible for management of donation platforms including Network for Good, Paypal, Benevity and others. This may include donation management and acknowledgement, event/ticket creation and tracking and communications of email/text blasts or newsletters.

Support and maintenance for the AACORN website and social media sites.

Provide clerical and administrative support to staff.

Maintain an adequate inventory of office supplies and equipment. Order office supplies as needed.

Responsible to keep the filing system updated and organized.

Complete thank you letters based on type of donation

Keep inventory list of saleable goods updated

Use specific knowledge of AACORN and its mission to facilitate requests for help from staff and visitors

Perform administrative tasks as requested utilizing required software.

Sort and route all incoming and outgoing mail as assigned.

Maintain participant database/files.

Maintain an adequate number of consumer packets and new employee packets.

## **Other**

Maintain confidentiality of participants and personnel information.

Run errands and deliver materials when necessary.

Complete other tasks as assigned by the Executive Director and management.

**Position Requirements – Essential:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. High School Diploma or equivalent.
2. Demonstrated ability to communicate in both written and verbal formats to meet position responsibilities.
3. Proficient in Excel, Word and Google Docs/Sheets/Drive
4. Demonstrated intermediate computer software experience.
5. Ability to interact effectively with participants, staff, referral sources and the general public.
6. Ability to articulate and actively support the mission of AACORN to various audiences.
7. Ability to work with individuals of diverse backgrounds.
8. Ability to work effectively in a team setting.
9. Reliable transportation.

## **Position Requirements - Nonessential:**

1. Prior work experience in a clerical position preferred.
2. Ability to lift a minimum of 25 pounds.

## **Schedule/Pay Rate:**

Part-Time; \$15 - \$20 per hour dependent on experience; up to 20 hours per week

## **Apply:**

For full consideration, submit a letter of interest and resume to Mary Pickett, [aacorn.ed@gmail.com](mailto:aacorn.ed@gmail.com). References will be requested of final candidates only for this opportunity.

Application Deadline: Initial review of submissions will begin March 7, 2024. Application materials received by this date will be given priority consideration. This job listing will remain open until the first interview phase is complete or until a sufficient number of qualified candidates have been identified.

NOTE: Incomplete application materials may not receive full consideration for the position.

As we operate with limited office and administrative staff and anticipate a high volume of applications, we regretfully cannot respond to inquiries via phone calls or emails regarding the status of applications and the recruiting process.

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