POSITION OBJECTIVES
The Administrative Assistant provides oversight and support to a variety of administrative tasks at Theodore Payne Foundation. This position reports to the Executive Director, and works closely with the Director of Operations and Director of Communications.

DUTIES & RESPONSIBILITIES

- Provide general administrative support to the Executive Director and other senior staff.
- Provide support for member communications and tracking
- Manage scheduling of meetings for staff and external stakeholders
- Prepare and archive meeting minutes
- Assist with social media (posts and direct messages)
- Coordinates e-newsletter
- Assists in coordinating response to general inquiries
- Assists in preparation of grant applications, reports, and other business communications
- Assists in updating website
- Copy editing for a variety of written communications.

KNOWLEDGE, SKILLS & ABILITIES

ESSENTIAL REQUIREMENTS

- Work experience in an administrative and/or personal assistant role
- Excellent attention to detail, accuracy, and quality
- Excellent written and verbal communication skills
- Experience editing written content (copy and content)
- Ability to manage multiple projects and responsibilities at once while meeting deadlines
- Proficiency with MS Office Suite especially Word, Excel and PowerPoint
- Ability to quickly learn new software systems (POS system, QuickBooks, various web platforms)

DESIRABLE QUALITIES

- Bachelor’s Degree
- Fluency in Spanish
- Familiarity with WordPress, and other web design systems
- Basic graphic design skills
• Personal interest or experience relating to the mission of Theodore Payne Foundation

**BENEFITS**
• Vacation/Sick/Holiday paid time off
• 401K
• Health and Dental Coverage
• Staff discount

**Schedule:** 40 hours/week, Monday Friday 8AM-5PM. Occasional weekend or evening work will be required.

**TO APPLY**
Send cover letter, resume, and 3 references to [jobs@theodorepayne.org](mailto:jobs@theodorepayne.org) with the subject heading of: **Administrative Assistant**

**THEODORE PAYNE FOUNDATION**

Theodore Payne Foundation is a non-profit nursery and educational organization that promotes the understanding and use of California native plants. For more information, visit theodorepayne.org. The Foundation is an Equal Opportunity Employer and all TPF activities are conducted without discrimination based on race, color, genetics, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or status as a protected veteran. TPF is also committed to compliance with all fair employment practices regarding citizenship and immigration status.

**See theodorepayne.org for more details.**