



THEODORE PAYNE FOUNDATION

(818) 768-1802

10459 TUXFORD STREET
SUN VALLEY, CALIFORNIA 91352

THEODOREPAYNE.ORG

Administrative Assistant January 13, 2023

POSITION OBJECTIVES

The Administrative Assistant provides support to a variety of administrative tasks at Theodore Payne Foundation. This position reports to the Assistant Director and works with multiple departments, including retail, outreach, and development.

DUTIES & RESPONSIBILITIES

- Answer phones and serve as public receptionist.
- Provide general administrative support as directed by senior staff.
- Manage scheduling of meetings for staff and external stakeholders.
- Prepare and archive meeting minutes.
- Assist with event and meeting setups.
- Data entry and management.
- Assist in coordinating responses to general inquiries.
- Assist in the preparation of grant applications, reports, and other business.
- Does copy editing for a variety of written communications.

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.
- 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
- Personal interest or experience relating to this mission of Theodore Payne Foundation

BENEFITS

- Vacation/Sick/Holiday paid time off
- 401K
- Health and Dental Coverage
- Staff discount



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PAY: \$18 per hour.

Schedule: 40 hours/week, Tuesday-Saturday 8:30 AM-5 PM. Occasional evening work may be required.

TO APPLY

Send cover letter, resume, and 3 references to jobs@theodorepayne.org with the subject heading: **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.