

Administrative Assistant

Part-Time, Contract

JOB DESCRIPTION:

The San Francisco Parks Alliance is looking for an Administrative Assistant to join our Community Engagement & Partnerships team, which manages the diverse portfolio of the organization's community-based programs. This position is up to 24 hours a week for a 6 months contract. While flexible, the ideal candidate will be able to work Tuesday, Wednesday and Thursday each week and maintain a consistent schedule.

The mission of the Parks Alliance is to inspire and promote civic engagement and philanthropy to protect, sustain, and enrich San Francisco parks, recreation and green open spaces. One way we fulfill our mission is through the fiscal sponsorship and project management we provide to over 100 community groups throughout San Francisco. To varying degrees, the Administrative Assistant will support the work of all these groups so it is vital that the person in this role is capable of, and willing to, manage diverse tasks for various stakeholders while maintaining excellent organization. The right person has a knack for orderliness, systems and efficiency, and finds value in being a team player. This role focuses mainly on tracking spending, budgets and reporting for multiple grants simultaneously so familiarity with financial and grant accounting/reporting is helpful.

BENEFITS AND OPPORTUNITIES

- Opportunity to learn how a nonprofit organization operates
- Opportunity to learn and contribute to community efforts in urban planning, policy, philanthropy and volunteerism.

RESPONSABILITIES:

- Track grant timelines and spending while managing grant tracking budgets
- Help program staff compile grant reports, with a focus on compiling financial records as required by each funder
- Maintain electronic and paper files for all grants and contracts
- Process incoming check requests and payments, and outgoing invoices
- Assist staff with compiling information used for Newsletters, website and other outreach materials

QUALIFICATIONS:

- Highly detail oriented, with excellent organizational skills
- Approaches tasks efficiently and thoughtfully, with an ability to multitask while managing time effectively to meet deadlines
- Must be proficient in Microsoft Suite Applications (Excel, Word, Powerpoint) and Google Suite (Google drive's documents, spreadsheets and calendar)
- Self-directed and willing to be flexible with duties and priorities
- Experience with financial and grant reporting a major plus (Financial Edge)
- Values community engagement, green spaces, and the environment
- Maintains a positive attitude always and treats all co-workers with respect

COMPENSATION:

Hourly rate ranges from \$17-\$20 depending on experience. We offer a pleasant working environment and are committed to workplace diversity. SFPA is an Equal Opportunity Employer. Students are encouraged to apply.

TO APPLY:

Send an email to jobs@sfparksalliance.org with "Temporary Administrative Assistant (last name)" in the subject line including resume and cover letter in PDF files. Please, inform in your cover letter how you heard about the position.

Due to the high volume of applications only short-listed candidates will be contacted. Please, no phone inquiries.

ABOUT San Francisco Parks Alliance:

The mission of the Parks Alliance is to inspire and promote civic engagement and philanthropy to protect, sustain, and enrich San Francisco parks, recreation, and green open spaces. The Parks Alliance is dedicated to fulfilling a vision that acknowledges and supports the critical environmental functions parks serve while striving to ensure that they are accessible, beautiful, safe, clean, fun, and managed in a manner that makes them accountable, open, and welcoming to all.

The Parks Alliance engages in *Stewardship and Volunteerism*, especially by serving as the fiscal sponsor for more than 100 Park Partners – a wide array of community organizations engaging in park improvement projects and programming that activates our park system.

The Parks Alliance has a paid staff of 14, a Board of 22 civic leaders, and an advisory Parks Policy Council of 24 community leaders.