

# GLASSROOTS

10 Bleeker Street, Newark, NJ 07102

[www.glassroots.org](http://www.glassroots.org) 973.353.9555

## ADMINISTRATIVE ASSISTANT

GlassRoots is looking for a part-time Administrative Assistant to support our ambitious growth plans, with a focus on our fundraising and development activities. Hourly rate is between \$10 and \$15 per hour depending on experience. Position begins as soon as December 1. This is part-time position and is not eligible for benefits.

### Position Overview

Provide support in an exciting youth-serving arts organization conveniently located in downtown Newark. The Administrative Assistant provides critical administrative and clerical support and reports to the Executive Director. This is a part-time position – four hours per day Monday - Friday with some flexibility in scheduling those hours; occasional weekends and nights to assist with events.

### General Responsibilities include:

- Screening and responding to calls and inquires
- Receiving and distributing daily mail
- Filing of administrative information and records
- Maintaining an inventory of office supplies
- Assisting bookkeeping by filing of financial information, matching receipts to bills, and taking deposits to local bank
- Registering potential clients for workshops
- Keeping accurate calendar of events and workshop schedules for staff
- Preparing attendance/demographic charts for workshops
- Preparing a variety of reports to streamline communication between administrative and program staff
- Managing GlassRoots grants in database
- Providing technological support and assistance to staff when needed
- Creating communications on Constant Contact
- Assisting in creation of data driven reports for funders and board
- Taking the lead on major mailings to ensure completion
- Mentor student interns in general office duties
- Other duties as assigned

### Donor Management responsibilities include:

- Maintaining the eTapestry database, including entering all grants and contributions, and processing thank you letters
- Preparing donation reports, as needed
- Preparing acknowledgement letters for CEO's signature
- Preparing mailing lists from eTapestry
- Formatting, assembling and mailing letters and invitations within designated timeframes

- Printing envelopes and labels as needed for mailings
- Assisting with scheduling of meetings

Read more about GlassRoots at [www.glassroots.org](http://www.glassroots.org). Candidates must have ability to clear background checks and must have their own transportation.

**Important:** To apply, email a cover letter in the body of your message including salary requirements and attach resume to [jobs@glassroots.org](mailto:jobs@glassroots.org). Please indicate the job in the subject field. No calls please.