



## **Job Description**

### **Administrative Assistant**

#### **Status: Part-Time/Hourly (16 hours per week)**

The Marin Interfaith Council (MIC) is a respectful collaborative of religious communities and nonprofits that celebrates faith traditions, advocates justice and builds community. We offer events and programs throughout the year for Marin residents, clergy, civic and nonprofit leaders to come together, experience the diversity of Marin's faith communities and learn about the local, national and global social issues impacting our lives.

MIC's Administrative Assistant is responsible for essential administrative tasks of this dynamic organization. The position offers exposure to all aspects of the nonprofit's activities, requires focus on web and email communication, record keeping, light bookkeeping, member and donor database management, marketing, and provides an opportunity for using a wide variety of skills and expanding your career as a nonprofit professional in multiple ways.

This position is 16 hours per week; preferably 3 days per week, with a flexible schedule. Compensation is \$17 per hour.

The position reports to the Executive Director and performs functions including but not limited to the following:

#### **1. Office Management**

- Assist with welcoming guests, answering phones, and replying to emails; responding to requests/answering questions; directing messages to the Executive Director.
- Manage incoming and outgoing mail, and coordinate bulk mailings with volunteers, complete paperwork and take to post office.
- Create, organize and maintain office files.
- Maintain office equipment, i.e. phones, computers, and general upkeep of offices and conference room. Troubleshoot technology issues with vendor.
- Prepare packets of handouts for monthly board meetings
- Provide administrative support to the Executive Director and Programs Associate, as needed.

#### **2. Financial Records and Reports**

- Manage bills received, working closely with the Executive Director, Programs Associate, and Bookkeeper.
- Prepare bank deposits, record information and deposit funds at the bank.
- Process & record credit card transactions and reconcile statement on a monthly basis.
- Keep track of various sources of income and make transfers on a monthly basis.
- Maintain petty cash fund.

- Track and record communications between all insurance carriers and any other state or federal entities; troubleshoot errors with Bookkeeper.
- Communicate and provide financial information to Bookkeeper.

### **3. Event Support**

- Assist at MIC events as needed and assist with tasks/errands as requested.
- Assist Programs Associate with publicizing events; creating event flyers, invitations and programs; processing payments and creating registration lists for events.
- Post blog entries, event stories and photos on MIC's website.
- Coordinate MIC's social media activities.
- Manage the upkeep of event binders with flyers, event notes, and reports.

### **4. Partner Relations and Support**

- Update stakeholder lists and computer database of individuals and congregations.
- Manage contribution thank you letters.
- Support the Executive Director in the creation and distribution of annual fundraising letters and emails to MIC stakeholders.
- Provide support in research and tracking of grants.

### **Necessary Skills and Attributes**

- People person: enjoys interacting with volunteers and people on a regular basis.
- Strong interest in and desire to work with faith communities and local nonprofits.
- Curiosity about and comfort with diverse populations.
- Detail oriented, strong organizational skills, multi-tasking abilities.
- Excellent communication skills and ability to use multiple communications channels.
- Highly motivated, enjoys initiating new projects, ability to work independently with minimal supervision and a team player.
- Proficiency in Microsoft Office, including Word, Excel, Outlook, Publisher, and Access; Social Networking Tools; websites; and cloud-based constituent relationship management systems. Preferred: working knowledge of Constant Contact.
- Own transportation and ability to travel throughout Marin.
- Must be able to work some nights, early mornings and weekends as required. Flex time might be required during weeks immediately before major event(s).
- Must be able to climb stairs, move light furniture and lift boxes.
- Some knowledge of world religions and practices preferred.
- Writing skills a plus.

**Application Process:** Applicants must submit a cover letter and resume to: Scott Quinn, Acting Director at [director@marinifc.org](mailto:director@marinifc.org). Applications without a cover letter will not be considered. Please put "Administrative Assistant" in the subject line. Please, **NO** phone calls.