



## **Part-time Administrative Assistant**

### Position Summary

The Administrative Assistant, working a 20-hour per week schedule, will assist the Executive Director with various administrative tasks that support EATS Park City day-to-day operations and the overall mission.

### Areas of Responsibility

- Coordinate and greet visitors in person, on the phone and via email in a warm and professional manner.
- Assist with standard office duties including maintaining files, databases and records, processing forms, maintaining office equipment and supplies, etc.
- Assist with internal and external meetings including coordinating schedules, preparing meeting rooms, taking meeting notes, etc.
- Assist with marketing and outreach efforts including posting to local community calendars, creating and posting flyers, representing EATS at community events, etc.
- Assist Executive Director with fundraising efforts including processing donations and donor letters. Assist with event planning logistics, execution and follow-up for fundraising and/or cultivation events and update constituent and project management software as necessary.
- Perform other related duties as assigned.

### Education and Experience

- Two years directly related office administration experience with increasing responsibilities OR a bachelor's degree required.
- Experience managing websites preferred.
- Experience with nonprofit organizations preferred.

### Knowledge, Skills and Abilities

- A team player who enjoys working closely with coworkers, volunteers and key stakeholders required.
- Ability to manage multiple priorities in a fast paced environment required.
- Self-motivated with the ability work independently required.
- Strong oral and written communication skills required.
- Excellent organizational skills and proven record of completing projects accurately and in a timely manner required.
- Excellent computer skills and a proficient knowledge of Microsoft Office and G suite required.
- Ability to work additional hours leading up to key events throughout the year required.
- Proficiency in Spanish preferred.

This is a part-time position. Compensation based on experience. Please send cover letter, resume and references to: Jenae Ridge at [Jenae@eatsparkcity.org](mailto:Jenae@eatsparkcity.org).