

350Brooklyn: Administrative Assistant Position

Posted 10/3/22

Advertisement: Part-time Administrative Assistant. Play a key role in supporting 350Brooklyn's mission of fighting the climate crisis by providing backbone support for the Steering Committee and helping new members find their footing in the organization. Ten hours/week at \$21/hr, work remotely, flexible schedule. We're looking for a person of integrity who has basic database, archival, and social media skills, who communicates well, and who can work with only modest supervision. Availability for key evening meetings and knowledge of Google docs desirable. To apply, send an email describing your reasons for applying and your resume to info@350Brooklyn.org.

Detailed Job Description:

Serve as archivist for our Google docs:

Keep current documents organized and file new docs in the appropriate folder. Create docs as needed. Examples: create spreadsheets for reserving Zoom or tracking volunteer engagement.

Enter information into databases. Examples: enroll new signatories into Action Network; keep track of volunteers' activities in a database.

Facilitate the success of key meetings. Examples: take minutes of Steering Committee meetings, help coordinate materials and logistics for our monthly general meetings, including running the meeting Zoom. Keep a calendar of meetings and associated responsibilities and send out appropriate reminders.

Help new members find their footing in 350Bk. Reach out to newcomers after the monthly meeting. Post opportunities for action to the Volunteers List and follow up.

Train members in our various media. Examples: orient new Steering Committee members to our Google docs; train committee leads in sending emails via Action Network.

Keep track of materials. Examples: update list of props/signs/banners, and verify that returned after use; check stock of brochures, other standard outreach material.

Coordinate requests for flyer/poster designs from campaigns with graphic designers on our list.

Other clerical/phone/email/outreach work as requested by various campaigns/committees.

Benefits

Pay: \$21/hr.

Paid leave policy: 30 hours of paid leave per year Purpose of time off is at employee's discretion (i.e., can be vacation time, personal days, sick leave and any combination thereof.) The year starts on the start date of employment.