



**Sustainable
San Mateo County**
Economy. Equity. Environment.

**Sustainable San Mateo County – Administrative Assistant
(Independent contractor position, part-time, must live in San Francisco Bay Area)**

Established in 1992, Sustainable San Mateo County (SSMC) is a nonprofit dedicated to driving impactful action that advances sustainability in San Mateo County with a systemic approach that encompasses the environment, the economy and social equity. SSMC measures sustainability progress, encourages sustainable practices and celebrates sustainability achievements by local government, businesses, individuals and organizations. More info can be found at www.sustainablesanmateo.org.

The Administrative Assistant works closely with the Executive Director. This person is responsible for maintaining an organized and efficient office for SSMC and performing day-to-day clerical duties, including basic bookkeeping. This is an excellent opportunity for anyone looking to advance their career in the sustainability field with a professional, well-respected nonprofit.

RESPONSIBILITIES:

1) Clerical:

- Handle day-to-day communications for the Executive Director, schedule meetings, negotiate contracts, etc.
- Maintain and develop the SSMC database
- Billing, invoicing, assistance with basic bookkeeping responsibilities, general office duties
- Maintain and archive essential financial, legal and personnel records
- Send letters and emails to SSMC sponsors and community members
- Take minutes at Board and Committee meetings
- Maintain electronic and paper filing systems
- Respond to various email and phone inquiries from the public
- Other duties as assigned

2) Membership and Communications:

- Help with outreach and volunteer management
- Assist with email newsletters

3) Event Planning:

- Support annual Awards Dinner, auction, Indicators Launch and other events
- Manage and maintain attendee lists, coordinate mailings

QUALIFICATIONS:

- Passion for sustainability and commitment to Sustainable San Mateo County's goals
- Education: Associate's Degree in Administration or a related degree; Bachelor's degree preferred; or relevant experience
- Minimum 2 to 3 years of office experience
- Self-motivated, responsible and able to work independently
- Excellent communication skills
- Detail-oriented, strong organizational skills, ability to multitask

- Web/computer savvy and experience with MS Office, Google Drive and social media are essential. Experience with Constant Contact, QuickBooks, WordPress, database management and photo editing software are a plus.

Hourly rate: \$20 to \$25, depending on experience. This is an independent contractor position.

Schedule: 20 to 25 hours per week. Flexible, but consistent, with most work done remotely. Must be able to work occasionally during evenings and come to the office in San Mateo, CA, from time to time.

TO APPLY: Please send your resume and cover letter indicating your experience and qualifications to: terry@sustainablesanmateo.org with “**Administrative Assistant**” in the subject line. Applications accepted until position is filled. No phone calls, please.