

ADMINISTRATIVE ASSISTANT



DESCRIPTION

A volunteer highly qualified administrative assistant is needed to support the deputy director of MEER (Mirrors for Earth's Energy Rebalancing), a growing organization with a committed and enthusiastic team. Our ideal candidate will have a passion and gift for attention to detail. We anticipate approximately 5-10 hours per week of work for a minimum of 6 months.

OBJECTIVES OF THIS ROLE

- Work under the deputy director to prioritize and complete tasks
- Identify short-term and long-term administrative projects
- Assist with volunteer onboarding process
- Support financial operations

RESPONSIBILITIES

- Organize and file digital materials
- Collect receipts from volunteers and organization purchases
- Assist with reimbursements and disbursements
- Attend weekly one-hour meeting with the deputy director
- Optional: Attend weekly one-hour teamwide meeting on Sunday

SKILLS AND QUALIFICATIONS

- Fluency in English
- Impeccable attention to detail
- Familiarity with Excel, GoogleDocs and spreadsheets
- Excellent leadership, interpersonal, written and oral communication, and decision-making skills
- Ability to take initiative, anticipate problems, problem solve

