



## Generation Citizen

### Part-Time Administrative Assistant (Oakland, CA) Job Description

#### Position Overview:

The Generation Citizen Part-Time Administrative Assistant will support the operations of the Bay Area site that allow Generation Citizen to maintain effective administrative management across the site. Primary roles will be to help maintain the site's financial and data systems, and content upkeep in core organizational communication platforms. The position will report directly to the Bay Area Executive Director.

#### Specific job responsibilities will include:

##### Records Systems

- Assist in the maintenance of donor database system, Salesforce, to maintain accurate
- and up-to-date financial and contact records
- Assist in the development of financial reports and required documentation for funders.

##### Events

- Assist in the planning and implementation of site events, including promotion and invitation list management

##### Communication

- Support the donor acknowledgment process, including drafting and sending letters
- Support the organizational newsletter as well as maintaining listserv, Mailchimp.

##### General Office

- Inventory and order office supplies and program materials
- Assist with office equipment such as printing, phone systems, copiers and basic technical assistance
- Assist with maintaining the Executive Director's calendar

#### Qualifications

- Strong attention to detail
- Strong time management skills and efficient in organizing and managing diverse tasks, activities, and projects
- Experience using Trello, Salesforce, and Mailchimp strongly preferred
- Command of Microsoft Office and Google Drive systems

#### Salary, Hours and Terms

This is a part-time role based in Oakland available immediately. The position is expected to work two to three days a week for approximately 12-16 hours per week. The compensation is \$15 per hour and the position is available as soon as possible.

#### To Apply

Applicants will be interviewed on a rolling basis and decisions will be made as soon as appropriate candidates are identified. We encourage applicants to submit their applications early. Qualified candidates should send a resume, cover letter, and a list of 2 references to [Jobs@GenerationCitizen.org](mailto:Jobs@GenerationCitizen.org). Please include "Bay Area Part-Time Administrative Assistant" in your email subject line followed by your name. Applications without a cover letter will not be considered. No telephone inquiries, please.

Generation Citizen is an equal opportunity, affirmative action employer. Candidates who reflect the diversity of the Bay Area community are strongly encouraged to apply.