

SUSTAINABLE AGRICULTURE &
FOOD SYSTEMS FUNDERS



The Sustainable Agriculture and Food Systems Funders (SAFSF), a project of New Venture Fund, is seeking a permanent, **part-time, Administrative Assistant**. This position is 15-18 hours/week and is based in Santa Barbara. The position requires someone who is detail-oriented, has professional communication skills in writing and on the phone, and a sensitivity to confidential information.

The anticipated start date for this position is early September 2017. The weekly schedule will be negotiated but must include Mondays from 9 am to 1 pm.

Applications are being accepted on a rolling basis, and the position will be open until filled.

To apply go to: <https://fastfor.ms/39255>

You will need to create a single pdf with the following materials: 1-page cover letter, and a resume or CV,

No calls please. You will be contacted only if you are selected for an interview.

Title: Administrative Assistant

Grade: 15-18 hours/week

Reports to: Executive Director

Salary Range: \$20/hour

Major Work Functions

The **Administrative Assistant** will play a critical role in maximizing the effectiveness of SAFSF core operations. SAFSF is a highly effective, fast-paced national organization. The successful candidate will perform ‘right-hand’ administrative and project-specific duties for the Executive Director. Responsibilities will vary and will require the assistant to also work closely with SAFSF’s Program and Operations Director in the Executive Director’s absence and/or with other staff as needed.

Working Relationships

Internal: Frequent contact with staff, philanthropic partners, SAFSF members, consultants, and New Venture Fund staff.

External: Frequent phone and email contact required to develop and sustain strong, professional, productive working relationships with philanthropic, non-profit, business, and government communities, as well as media professionals, consultants, and outside vendors.

Administrative Duties

- Coordinate and maintain the Executive Director’s schedule, appointments, and travel arrangements.
- Coordinate conference call scheduling and material preparation as needed.
- Prioritize incoming requests for Executive Director—internal and external.
- Monitor, screen, respond to, and distribute incoming communications as needed.
- Work to ensure deadlines requiring input from the Executive Director are met.
- Attend weekly staff meetings.
- Conduct research and provide other assistance on special projects as needed.

- Assist with general office duties as needed (telephone, mailings, etc.)
- Considerable data entry to database (Salesforce).

Minimum Work Requirements

Dedication to the values promoted by SAFSF: equity, collaboration, respect, stewardship and integrity.

Knowledge: Minimum 3-5 years of experience supporting professionals in a fast-paced team-oriented environment. Fluency in English required. Reliability, flexibility, quick mind, commitment to life-long learning and a sense of humor are strongly valued.

Skills and Abilities

- Ability to participate as a member of a team and take initiative when opportunities open up.
- Detail-oriented, proactive, flexible, and maintains composure in stressful situations.
- Ability to work with minimal supervision and effectively manage workload.
- Ability to juggle multiple projects simultaneously.
- Outstanding interpersonal skills, and a high level of discretion and confidentiality for both business and personal affairs.
- Excellent oral and written communication skills.
- Strong computer skills required including expertise with Microsoft Word, Excel, email client, and CRM databases required (Salesforce preferred)

Benefits:

- Candidate will receive paid holidays if they fall on a regularly scheduled work day.

New Venture Fund/SAFSF is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.