

# Administrative Assistant



**Employer:** Urban Roots  
**Position:** Administrative Assistant  
**Reports to:** Operations Manager  
**Part-Time Hourly** \$14/hr - 12 hrs per week  
**Ideal Start Date:** July 16, 2018  
**Location:** Austin, TX  
**Website:** <http://urbanrootsatx.org>  
**Contact:** jobs@urbanrootsatx.org

## Who We Are:

Urban Roots is a rapidly growing non-profit organization that uses food and farming to transform the lives of young people and inspire, engage, and nourish the community. On a 3 1/2 acre urban farm, Urban Roots provides teenagers and young adults paid service opportunities that strengthen them as leaders while building professional and life skills. Urban Roots engages young people to practice hard work, to connect with the land and food, and to serve their community. In addition, each year we engage more than one thousand volunteers through farm workdays, provide educational tours to school and community groups, and donate thousands of pounds of farm-fresh produce to local hunger relief agencies.

## Job Summary:

Working closely with the Operations Manager and Development Director, the Administrative Assistant provides support to ensure efficient and effective systems and processes and well-functioning relationships with partners, donors, and the greater community.

## Responsibilities include:

- Serve as point of contact for the organization
- Provide administrative support to Operations Manager and Board as needed
- Perform general office duties (i.e. answer phone, order supplies, make maintenance requests, mail, info@urbanrootsatx mailbox, etc.)
- Gift processing (i.e. depositing checks, logging gifts in database, generating & mailing thank you letters)
- Generate monthly expense reports
- Organize and maintain organization's records
- Schedule and coordinate regular maintenance & repairs of fleet vehicles
- Serve as vendor point of contact and facilitate policy renewals (i.e. insurance, benefits, etc. temporary- August through December)
- Create invoices & maintain record of accounts receivable in order to ensure payments are receipted in timely manner (temporary- August through December)
- Process invoices, print & distribute checks to ensure bills are paid in timely manner (temporary- August through December)
- Assist Development Director with monthly financial reporting

**We are looking for you, if you:**

- Have at least two years of experience in a business office or non-profit setting
- Pay exceptional attention to details
- Have excellent oral and written communication skills
- Are dependable, flexible, and have a great sense of humor
- Are highly organized with strong time management skills
- Have advanced technology skills (Donor database experience, Word, Excel, Powerpoint, Outlook, Google Office and phone systems)
- Have excellent interpersonal skills
- Are able to work independently and as a member of a team

**To Apply:**

Submit your resume and a dynamic & engaging cover letter explaining why this opportunity is exciting to you to [jobs@urbanrootsatx.org](mailto:jobs@urbanrootsatx.org). Please submit your cover letter and resume as PDF documents, and reference "Administrative Assistant" in the subject line of your email. No phone calls please.

*Urban Roots is committed to having a diverse leadership that broadly reflects the communities we serve, and celebrates diverse perspectives, experiences and identities. We invite all people regardless of race, ethnicity, cultural identity, gender, gender expression, sexual orientation, religion, age, national origin, ability, and marital and military status to be leaders in this powerful work to transform the lives of young people.*