

Urban Roots Administrative Volunteer



Company: Urban Roots

Position: Administrative Volunteer

Location: Austin, TX

Report to: Operations Manager

Compensation: Unpaid but volunteer will receive a \$20 gift card per week for veggies at the farmers market.

Preferred start date: ASAP through June 29, 2018

www.urbanrootsatx.org

Who We Are:

Urban Roots is a 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 work days, provide educational tours to school and community groups, and donate thousands of pounds of farm-fresh produce to local hunger relief agencies.

The Guiding Principles of Urban Roots:

1. We provide a High Quality, Transformational Experience for youth and community members.
2. We celebrate "Rigor" and Meaningful, Hard Work.
3. We build Strong Relationships.
4. We cultivate Intentionality in our work.
5. We engage our work with a Spirit of Celebration and Joy.
6. We Honor and Respect Diversity.

The Position:

Urban Roots is seeking a volunteer to work 2-3 hours one day a week through June 29, 2018, in our office in East Austin. The volunteer will provide administrative support as needed (i.e. answering phones, filing, scanning, preparing documents, printing photos, mailings, etc.).

We are looking for you, if you:

- Are dependable, flexible, and have a great sense of humor
- Are able to work independently
- Exercise sound judgement
- Handle sensitive matters with discretion
- Are highly organized with strong time management skills
- Prioritize and multitask
- Have exceptional attention to detail
- Have experience using a PC, Adobe Acrobat, Microsoft Office Suite, Copy & Scanning Equipment and Gmail

To Apply:

Email your resume and a cover letter sharing why you are interested in Urban Roots and its mission to Kristen Williams at kristen@urbanrootsatx.org.

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.