

Sierra Service Project Office Assistant Position

The purpose of this position is to provide general office support in the five-person SSP office.

Main Responsibilities

As a member of high energy and friendly team, the Office Assistant will report to the Executive Directors and be assigned a flexible and changing set of responsibilities. Regular activities will be focused in the following areas:

1. **Bookkeeping.** Assist in maintaining the organization's books and financial records. Record expense transactions in QuickBooks and processes accounts payable. Prepare bank deposits.
2. **Donor Management.** Assist in maintaining our donor database. Process regular donor acknowledgement letters. Create mailing lists for fundraising campaigns and newsletters.
3. **General Assistance.** Participate in many other activities as needed, including: helping to prepare for board meetings, assisting with site preparation activities, printing and assembling manuals, sorting and inventory site materials, filing, and maintenance of files.
4. **Answering the phones.** Answer the phone in an efficient, professional, and friendly manner.

Qualifications – musts

1. Previous office experience. Comfortable answering phones. Experience with basic office work. Must be a quick learner.
2. Very good written and verbal communication skills. Ability to present and conduct oneself in a professional manner.
3. Strong computer skills and knowledge of MS Office products, particularly Word, Outlook, and Excel.
4. The ability to work as a very flexible team member in a dynamic work environment.
5. The ability to take initiative and work with minimal supervision.
6. Current driver's license and a driving record which meets SSP's insurance requirements. May be asked to drive SSP vehicles occasionally.
7. Candidates must be able to pass a background screening test in accordance with SSP's Safe Sanctuaries Policy.

Qualifications – wants

1. Experience with Quickbooks. Knowledge of basic bookkeeping.

Hours

We are seeking someone to work approximately 20 hours a week, with the ability to work more or fewer hours as necessary. The schedule is flexible depending upon the needs of the individual, but work will take place during normal 9 – 5:30, Monday – Friday business hours.

Pay: \$12 per hour (estimated 24 hours per week)

Terms of Employment

1. This position has a 90-day probationary period.
2. This is at-will employment and can be terminated at any time by SSP for any reason.