

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

EMPLOYER INFORMATION

Name: The Water Conservation Garden-Non-Profit 501c3

Address: 12122 Cuyamaca College Drive

Phone: 619 660-0614

E-Mail: info@thegarden.org

EMPLOYMENT ELIGIBILITY

Job Title: ADMINISTRATIVE ASSISTANT

Reports to: Executive/CEO

Job Location: San Diego, CA (Rancho San Diego/El Cajon/East County)

Start Date: ASAP

Job Type: Full-time Part-time Independent Contractor Intern

of Hours: 20-25 Hours per week Pay Range \$18 - \$21

JOB DESCRIPTION

The Water Conservation Garden is seeking an administrative assistant to support the day-to-day tasks of our executive leadership team. The ideal candidate will be detail oriented and have the ability to generate creative solutions on the spot.

RESPONSIBILITIES AND DUTIES

- Prepare reports, spreadsheets, presentations along with other documents
- Assist with recruitment efforts, onboarding, employee benefit enrollment and terminations
- Assist with payroll responsibilities
- Responsible for employee I9, W2 and contracted 1099's
- Maintaining filing systems both paper and electronic
- Offer support to Executive Team, organizing and preparing for Board, committee meetings and onsite programs.
- Provide operational support to the organization
- Point person for computers, office equipment, keys.
- Assist with the implementation of the New Strategic Plan

- Scheduling appointments and master calendar management
- Participates as a member of the grant writing team, support documentation.
- Minor Bookkeeping in Quickbooks

QUALIFICATIONS / REQUIREMENTS

- Excellent working knowledge of Word, Excel, Power Point, Google Docs, Drop Box and Shared Drives
- Strong organizational skills
- Ability to work both remote and onsite
- Quickbooks experience a plus
- Strong interpersonal skills
- 2 years experience in administrative work.
- Non-Profit experience a plus