

Part Time Administrative Assistant

DrawBridge Mission

The mission of DrawBridge is to provide art programs for homeless children in an environment that fosters their sense of childhood joy, creativity and exuberance. Beyond that, we strive to promote the well-being and stability of the family by creating a supportive community.

Job Summary

The Administrative Assistant is responsible for providing clerical support to the DrawBridge Program, its daily operation and all projects related to maintaining the DrawBridge mission. The Office Manager and Program Director supervise the Administrative Assistant. This position is based at our administrative office, located in San Rafael, CA.

Duties and Responsibilities

Administration

- Answer phones & greet visitors. Accurately record messages and contact information.
- Provide clerical support: Assemble and process mailing materials, prepare information packets and reception items for meetings and trainings, assist with prospective volunteer communications, assist with filing & copying.
- Assist Office Manger with data input and preparation of reports in FileMaker based donor database.
- Process volunteer fingerprint and criminal record checks through the Department of Justice.
- Order and maintain inventory of art supplies, greeting cards and other merchandise.
- Run errands and make deliveries, as needed.
- Assist with maintenance of the kitchen, art supply room, and office, keeping the areas clean and organized.
- Other duties, as needed.

Skills & Qualities

- Highly organized and able to take initiative on unsupervised projects.
- Works well collaboratively, communicates clearly.
- Gives attention to detail and carries out tasks with accuracy and precision.
- Experience with both MAC and PC platforms. Familiar with Filemaker or other database program(s).
- Nonprofit or small office experience a plus.
- Spanish speaking a plus.

Hours & Compensation

- 12 hours per week. Prefer 3 shifts of 4 hours each, but have some flexibility.
- Salary depends upon experience. Range: \$15.00 - \$17.50 hourly.

Please fax your Resume and Cover Letter to 415-444-0931 or email to drawbridge@drawbridge.org