

## **Administrative /Development Assistant**

Since 1947 The Guardsmen has been helping at-risk youth with the resources they need to thrive. Each year The Guardsmen sends 2, 500 youth to outdoor education programs and provides scholarship support to more than 215 students at Bay Area private schools. For more information on The Guardsmen, please visit our website at [www.guardsmen.org](http://www.guardsmen.org)

To support and enhance our ongoing mission we are seeking a full time Administrative/ Development Assistant to join our team. As a key staff member in a strong volunteer- staff partnership, this position will report to the Office Manager and support and promote the day to day work of the organization, assisting members in procuring individual, corporate and foundation donations through grant research, writing, and providing and updating a variety of grant request data, reports and information. The successful candidate will be an energized and motivated hard-working team player, with integrity and excellent discretion, interpersonal and organizational skills, and excellent written and spoken communication abilities. The ideal candidate will be intrigued by the opportunity to support the next steps in the evolution of the organization's success, comfortable with a transition atmosphere, and eager to enhance the organization's work. This candidate will also be proficient in Microsoft Word, Excel, and database entry. Attention to details and follow through are essential.

### **Qualifications:**

3+ years' administration experience

Commitment to the mission and values of The Guardsmen

Ability to adapt to changes in assignments and duties as the needs of the business change

Possess excellent written and verbal communication skills; proficiency in Spanish is a benefit

Ability to prioritize and stay upbeat and flexible in executing multiple simultaneous tasks effectively

Proficient in MS Office, MS Excel

Organized with strong attention to detail and ability to meet deadlines

Ability to work well with others and independently with minimal supervision

Minimum education requirement: Bachelor's Degree

### **Job Description:**

Daily telephone and email correspondence

Spreadsheet management

Event management support

Perform data entry

Coordinate Guardsmen mailings

Support Program Coordinator, and assist other office staff at the Office Manager's discretion (process deposits, credit card transactions, prepare/print registration lists, filing, etc.)

For consideration, please submit a letter of interest and your resume to Taina Steinberg at [tsteinberg@guardsmen.org](mailto:tsteinberg@guardsmen.org). Only qualified candidates shall be contacted.

The Guardsmen is an equal opportunity employer and welcomes applications from all qualified candidates