



## **Native Seeds SEARCH**

**Position Announcement: Administrative Assistant, Tucson, Arizona**

**June 2019**

Native Seeds/SEARCH is seeking an Administrative Assistant to join our team. This position supports our staff in day to day operations and is responsible for the smooth flow of information between all NS/S facilities and the general public. Responsibilities include basic clerical duties, event support, and front desk reception.

Native Seeds/SEARCH is a Tucson-based nonprofit that conserves and promotes the food and farming traditions of the desert Southwest, and our seed bank houses 2,000 accessions of landrace and crop wild relatives with cultural roots in over 50 indigenous and other communities. Each year we distribute heirloom seed and related food products at our retail store and online; we also support our conservation mission through memberships, individual donations, and foundation grants. We partner with and serve many diverse stakeholders, including gardeners, K-12 students and teachers, regional farmers, researchers, and consumers. Our ideal candidate for Administrative Assistant therefore has excellent people skills and is also highly organized. This is a part-time (30h) hourly position based at our Tucson Conservation Center location, requiring scheduling flexibility including occasional weekends and evenings. The Administrative Assistant reports to the Finance & Operations Manager.

### **Essential Duties and Responsibilities**

- Answer, direct, and distribute incoming phone calls and e-mails
- Carry out clerical support duties such as filing, typing, copying, scanning etc.
- Process incoming mail and prepare checks for deposit
- Assist with printing and mailing of member and donor communications
- Assist as needed with special events
- Maintain office supply inventories
- Maintain electronic and hard copy filing system
- Prepare agendas and record and distribute meeting minutes
- Occasional light accounting tasks and processing credit card charges
- Process registrations for workshops and events
- Generate memos, emails and reports as needed

- Greet and assist visitors to the office
- Submit expense reports
- Other duties as assigned

### **Preferred qualifications**

- Minimum of three years' work experience in a comparable position
- Proficiency in Access, Word, Outlook, Gmail & Gmail Calendaring and Excel required
- Superb written and oral communication skills; copyediting skills helpful
- Strong organizational and time management skills
- Exhibits maturity and professionalism toward staff, board members, donors and customers
- An openness to people and traditions of diverse cultures
- Reliable, responsible and able to work with minimal supervision as well as part of a team
- Some scheduling flexibility including occasional evenings and weekends
- Attention to detail and accuracy
- Responsible for confidential and time-sensitive material
- Able to prioritize and multitask as needed
- Familiarity with gardening, sustainable farming, or environmental conservation helpful

Hourly rate \$11-\$14. Hours of work are expected between 9 am and 3pm daily or equivalent. Compensation includes health benefits and generous paid time off. Native Seeds/SEARCH is an equal opportunity employer. Please submit cover letter, CV and three professional references to: [employment@nativeseeds.org](mailto:employment@nativeseeds.org). Applications accepted until filled.