

November 2024

Job Title: Administrative Assistant

Location: Fort Bragg, CA (flexibility for remote work but primarily in-person)

Compensation: \$25-\$30 per hour

Hours: Part-time, 25 hours per week



Position Overview:

The Administrative Assistant will play a key role in maintaining efficient operations across our organization. This role requires flexibility, strong organizational skills, and the ability to handle multiple administrative tasks. The successful candidate will assist with payroll, event scheduling, new employee onboarding, compliance documentation, benefits, clerical duties, bookkeeping, and invoicing support.

Key Responsibilities:

- **Payroll Support:** Assist with payroll processing, ensuring accuracy and timely submissions.
- **Scheduling Coordination:** Help coordinate events, and communicate changes effectively.
- **Onboarding & Compliance:** Facilitate new employee onboarding, manage compliance documents, and handle benefits administration.
- **Clerical Duties:** Perform general administrative tasks, including data entry, managing correspondence, and filing.
- **Bookkeeping & Invoicing Support:** Support basic bookkeeping functions, track expenses, process invoices, and maintain financial records.
- **Administrative Team Support:** Assist the administrative team with various tasks to ensure smooth operations across departments.

Qualifications:

- Proficiency in Google Suite (Google Docs, Sheets, Calendar, etc.)
- Tech-savvy with the ability to quickly adapt to new software and digital tools
- Strong organizational skills with a high level of accuracy and attention to detail
- Excellent communication skills and a positive, flexible attitude
- Ability to work independently and roll with changes in a dynamic, fast-paced environment
- Previous experience in a non-profit or similar environment is a plus

Benefits & Work Environment:

- Hourly pay of \$25-\$30
- Robust PTO: 1 hour off for every 10 hours worked
- 4% 401(k) match
- 11 paid holidays
- Flexibility for remote work, with most duties requiring an in-person presence
- Opportunities for growth

To Apply:

Please submit your resume and a cover letter detailing your experience and why you're interested in this position to director@flockworks.org and admin@flockworks.org. We look forward to hearing from you!

ABOUT US

Flockworks, a local non-profit on the Mendocino Coast since 2006, works to strengthen and connect our community through creative arts. We add value to our community through the strengths and success of our employees as we work together to provide quality programs. We aim to create opportunities for our employees to

grow, learn, and evolve. At Flockworks, our values drive everything we do:

- **Mission-Driven:** We aim to do the most with the resources available.
- **Abundance, Creativity & Inclusiveness:** We shape efforts within our team and in our service to others in the community.
- **Continuous Learning:** We strive to support our teams and individuals in finding opportunities to keep learning and evolving.
- **Leadership and Teamwork:** We create opportunities for everyone to develop leadership skills and teamwork, involving our Board, Staff, and volunteers.
- **Collaboration:** We believe collaboration with others is vital to the larger success of our community, including funders, donors, community organizations, civic groups, businesses, schools, and government entities.

Together, we accomplish our mission and better serve our community. We value all our employees and strive to support those who make the programs and initiatives successful. Together, we are Flockworks, building community through creative and artful engagement.

I have read, understand, and agree to perform the duties described in the job description for the Administrative Assistant

Signature of employee Date