Darby Creek Valley Association, an all-volunteer, non-profit organization, seeks a Project and Administrative Assistant to help manage our grants work and streamline operations. The assistant responsibilities include providing administrative support to ensure efficient operation of Darby Creek Valley Association through a variety of tasks related to organization and communication. The admin job scope includes communicating via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner.

The assistant position is a part-time, paid position at $20/hour. Assistant will work from home, but attend in-person meetings with board members at least once a month.

**Responsibilities**

* Coordinate regularly with executive board members
* Maintain email contact lists
* Transition member lists to online database
* Create monthly e-newsletter
* Maintain timeline and project task lists for grants
* Provide general support for select DCVA events
* Attend board meetings on a monthly basis and executive meetings as needed
* Produce and distribute correspondence memos, letters, faxes and forms, as needed

**Requirements**

* Proven admin or assistant experience
* Knowledge of office management systems and procedures
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Proficiency in MS Office, social media, and web-based tools
* Completed degree or pursuing a degree in environmental or related fields

Interested applicants can send resume, cover letter, and references to Jaclyn Rhoads, President of DCVA, by email to president@dcva.org. More information about the organization can be found at [www.dcva.org](http://www.dcva.org).