



Administrative Assistant Job Description

Team Member:

POSITION TITLE: ADMINISTRATIVE ASSISTANT

Department: Staff

Hours: 20 hours/week

Pay: \$15 per hour

DUTIES (including but not limited to): Assisting the Executive Director and Operations Manager of the Inland Northwest Farmers Market Association (INWFMA) in:

- Creating and answering emails and phone calls.
- Screening emails and managing inboxes. Assisting in community based communications by organizing contact lists and groups.
- Clearly communicating and updating Google calendar for program functions.
- Preparing reports. Assisting with grant & contract applications and their associated reports.
- Managing/Organizing Google Suite as needed. Updating organization documents and making edits as needed.
- Scheduling meetings/Zoom meetings and adding meetings to Google Calendar.
- Organizing, filing, and retrieving electronic documents as needed.
- Preparing surveys and forms as program needs arise.
- Create Google forms or polls to schedule meetings and to find individual availabilities.
- Attend staff, board, and committee meetings
 - Create agendas before board and committee meetings and record minutes to be approved by the Executive Director then sent out to applicable members.
- Assisting with gathering materials and organizing for the staff bookkeeper.

JOB REQUIREMENTS:

- Must be able to handle multiple tasks at the same time.
- Must have access to a computer, internet, and phone.
- Must be able to work remotely.
- Must be able to work independently and with little supervision at times.
- Must have excellent communication skills, both written and verbal.
- Must maintain a high standard of organization.
- Must act with integrity, consistency, and professionalism at all times.
- Must be 18 years of age or older.



Supervisor: Brittany Tyler, Executive Director

Phone: 832.387.7784

Email: Brittany@INWFMA.org

Signatures

By signing below, employee acknowledges that employee has read and understands this job description and the employee handbook, that the terms of which have been fully and fairly negotiated between employee and INWFMA, that employee has sought and obtained independent legal advice to the extent desired, and that employee has signed and accepts the terms, covenants, and restrictions knowingly and voluntarily.

Agreed by the following parties as of the 'effective date' written below.

**INLAND NORTHWEST FARMERS MARKET ASSOCIATION
DIRECT SUPERVISOR**

NAME (printed)

SIGNATURE

EXECUTIVE DIRECTOR SIGNATURE:

NAME (printed)

SIGNATURE

Effective Date

EMPLOYEE

NAME (printed)

SIGNATURE

MAILING ADDRESS FOR SIGNED COPY:

Street

Apt./P.O. Box

City, State, Zip Code

EMAIL ADDRESS FOR SIGNED COPY:
