



Job Opening: Administrative Assistant

Position Title: Administrative Assistant

Status: Part-time - 10-15 hours per week. This position will start with 10 hours per week but may go up to 15 hours per week depending on the week.

Reports To: Executive Director

About us

Fair World Project (FWP) was launched in 2010 to promote, watchdog and advance the fair trade market and movement. Our work focuses on citizen engagement, political advocacy and monitoring the fair trade marketplace. Our initiatives focus on educating consumers regarding fair trade, watchdogging the fair trade market and certification bodies, and advocating for policy change in support of farmers, workers, artisans and consumers. More information about FWP is available at www.fairworldproject.org.

Position Summary

The Administrative Assistant position reports to the Executive Director and supports our small team with administrative support, office management, and other clerical tasks. The position is based in a small office in Portland, Oregon with the Executive Director and will work closely to develop and maintain operations and systems. The responsibilities include but are not limited to:

- Mail/Packages – picks up mail from PO Box, opens and handles accordingly
- Conference Speaker and Meeting Logistics Management: Arranges logistics and scheduling for meetings and events, note taking during team meetings and helps to coordinate board packets.
- Performs clerical duties such as job postings, coordination for university internships and assists with payroll and benefits and non-profit paperwork filings.
- Support with bookkeeping including organizing records, writing checks, preparing bank deposits and bill payments for Executive Director.
- Coordinate individual donations, including receipts, tracking and reporting.

- Handle management of business services, including IT and phone systems, banking and insurance providers.
- Helps to develop and implement internal policies
- Assist in research, writing, and submitting grant proposals and reports
- File Maintenance – develops and maintains file system

Desired qualifications

- Prior administrative assistant experience preferably with a non-profit organization
- Exceptional organizational skills, consistently accurate data-entry, and impeccable attention to details
- Strong verbal and written communication skills
- Highly proficient with Microsoft Office Suite and Google Business tools
- Comfortable with developing new systems and proactively solving problems
- High degree of professionalism in dealing with diverse groups of people, including board members, podcast contributors, and donors
- Basic bookkeeping experience and knowledge of Quickbooks a plus
- Experience with grant writing and fundraising a plus

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Salary: \$20-\$25/hour – 10-15 hours a week

Location: Portland, Oregon

Deadline: July 15, 2021

To apply: Please send your cover letter and resume to info@fairworldproject.org with the subject line: Administrative Assistant. No phone calls please.