



March 8, 2017

ADMINISTRATIVE ASSISTANT – TEMPORARY/PART-TIME

This position will begin immediately and end May 26, 2017. This position will support two upcoming fundraising events for TMC.

Essential Duties and Responsibilities:

- A. Assist with planning and execution of TMC's Annual Event
- B. Assist with the execution of May the 4th (East Bay Gives)
- C. Build TMC's database
- D. Build TMC's Social Media sites (Twitter and Facebook)
- E. Communicate with webmaster
- F. Set up and maintain TMC's master calendar
- G. Communicate with staff, event planner and board on a regular basis
- H. Order supplies and other items for the events and for the office
- I. Complete other administrative tasks, as needed

Qualifications: An operational familiarity with the following:

- A. Familiar with Microsoft Office and Google Tools: Excel, Word, PowerPoint, Google Docs, Google Sheets.
- B. Familiar with Constant Contact and Salesforce
- C. Familiar with social media (Facebook and Twitter)
- D. Extremely organized and detail-oriented

E. Works well independently and with a team

F. Strong writing and editing skills

Compensation and Benefits

This is a part-time (20 hours/week) temporary position. The starting pay is hourly, commensurate with level of experience. There is a possibility that this position will lead to an extended/permanent part-time position.

HOW TO APPLY

Interested candidates should email a descriptive letter of interest of one page or less, along with three (3) professional references and a resume, to tmc@mentor.org. Subject line Temporary Administrative Assistant. Incomplete applications will not be reviewed.

Please, no faxes or phone calls.

The Mentoring Center is located in Oakland, California (downtown)

The Mentoring Center is an Employment At-Will Employer