



COME WORK WITH US!

Job Title: Administrative Assistant		
Department/Division: Admin/Communications		
Location: Philadelphia, PA and Local Region		
Reports to: Co-Founder/Executive Director		Salary Range: \$20/hr
Deadline for Applications:		Desired Start Date: Apr 1, 2024
Hours per Week: 10-20 hr/week	Type of Position:	Classifications:
Work Schedule: Mon-Fri Occasional weekends	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer	<input type="checkbox"/> Exempt (salaried) <input checked="" type="checkbox"/> Non-Exempt (hourly) <input type="checkbox"/> Unpaid <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary

<p>General Description</p> <p>The Administrative Assistant works closely with PA Fibershed Co-Founders to streamline workflows and enhance operational efficiency. They assist in organizing schedules, managing calendars, and coordinating meetings, ensuring alignment with organizational objectives. By documenting goals, activities, and outcomes, they provide valuable insights to support decision-making processes. Additionally, they play a key role in maintaining the organization's website, internal systems and managing communications with stakeholders. Working in tandem with the Executive Director, they help maintain clear communication channels, optimize processes, and foster a cohesive work environment conducive to achieving organizational goals.</p> <p>The ideal candidate for this role is an individual who is hardworking, exceptionally organized, goal-oriented, and a fast learner. This person should be proactive, always anticipating needs, and staying five steps ahead of the game. Additionally, they should be receptive to feedback, using it to enhance their skills and job performance.</p>
<p>Administrative Assistant Job Responsibilities</p> <ul style="list-style-type: none"> • Schedule meetings and oversee internal calendar for organization's operations as well as external calendar for public events; • Attend Leadership Circle meetings virtually and/or in person; managing meeting agendas, taking notes, and following up; • Assist with moving timelines along and hold key players accountable; • Document goals, activities, outcomes and success stories;



- Assist with the onboarding process for both employees and consultants, including scheduling interviews, following up and collecting necessary paperwork.
- Maintaining wordpress and squarespace website, including adding additional content, running updates and adding information to the member portal
- Participate in program and event planning, including day-of coordination;
- Serve as the primary contact person responsible for maintaining organization-wide databases, managing mass emails and email lists, handling volunteer inquiries, and overseeing membership communications.
- Act as a central communications hub for the organization, facilitating member communications, responding to inquiries, referring and connecting people, and fostering community engagement.
- Manage the organization's Google Suite, ensuring the workspace remains updated with all necessary documents and files. Maintain organization within the platform, keeping files well-organized and ensuring correct permissions are set for access.
- Work with PA Fibershed marketing intern to manage and maintain a consistent social media presence on platforms like Instagram, Facebook, LinkedIn, and more. This includes scheduling posts, responding to comments, and engaging with the audience.
- Successfully oversee the migration of data to and from Google Workspace
- Contributes to team effort by accomplishing related results as needed.

Minimum Qualifications

The preferred candidate will demonstrate:

- Exceptional organizational skills and the ability to manage multiple tasks, deadlines, and campaigns simultaneously.
- Proficiency in computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Suite.
- Excellent communication skills, both written and verbal.
- Attention to detail and accuracy in tasks.
- Ability to work independently and as part of a team.
- Reliable access to a computer and high-speed internet connection.
- Ability to work remotely and occasionally in person in Philadelphia as needed.
- Adaptability to learn new software and tools as needed.
- Willingness to take on additional responsibilities as assigned by supervisors.
- Proactive approach to tasks and problem-solving.
- Working knowledge of Squarespace



Preferred Qualifications

- Interest and knowledge of sustainable fashion and circularity
- Basic understanding of supply chain development.
- Passionate about sustainability, climate change and equality.
- Prior experience in administrative roles and executive assistance is strongly preferred, but not required.

Physical Requirements

For event assistance, up to 25lbs of lifting may be needed.

Travel Requirements

This is a remote role that will require in person meetings at least 1x/month in the Rittenhouse area of Philadelphia. Depending on the schedule and needs for events, meetings and conferences, occasional travel within Pennsylvania and surrounding areas may be necessary.

How to Apply

Please submit your cover letter and resume to Hello@pafibershed.org. In your cover letter, along with explaining why you're an excellent fit for this position, we'd also love to hear the story behind your favorite clothing item in your wardrobe!

Compensation and Work Hours

This is a primarily remote independent contractor (1099) position with compensation set at \$20 per hour. The workload is estimated to range between 10-20 hours per week. Initially, this is a 6-month contract with a reassessment after the initial period. As the organization grows, there is potential for this role to transition into a full-time position for the right candidate.

About Pennsylvania Fibershed

At [PA Fibershed](https://www.pafibershed.org), we're on a mission to transform the fashion industry in Pennsylvania and beyond. We work tirelessly to build circular supply chains for clothing and textiles by identifying the current gaps and connecting farmers, designers, manufacturers and other key stakeholders along the supply chain to create a sustainable and environmentally-friendly fashion ecosystem. Additionally, we support the vibrant sustainable design community and are dedicated to educating consumers, business owners



and government officials about the profound impact of fashion on our environment. We invite you to be a part of our journey in redefining fashion and textiles in Pennsylvania, contributing to a greener, more sustainable future.