



book harvest

Employment Opportunity: Administrative Assistant

Book Harvest is a nonprofit organization based in Durham, North Carolina, whose mission is to provide books to children who need them and engage families and communities to promote children's lifelong literacy and academic success. Since 2011, children have harvested more than 500,000 books from Book Harvest programs, building home libraries of books that they own. Learn more at www.bookharvestnc.org.

Job Description:

The new Administrative Assistant will work on average 8 hours per week and will be paid hourly. S/he will report to our Operations and Community Partnerships Manager.

We are seeking a candidate for this part-time hourly position who has strong interpersonal skills and is a highly motivated, superbly organized individual who communicates clearly, collaborates well, and is a team player. Attention to detail, ability to work independently, and meticulous tracking of information are essential. This person must be an excellent communicator, and an ability to set up systems and handle data are essential. Book Harvest is an Equal Employment Opportunity employer. We offer a competitive salary and an engaging, purposeful workplace culture. People of color are strongly encouraged to apply.

Responsibilities:

- Organizing, tracking, and maintaining book inventory
- Communicating with families, book donors, book drive captains, volunteers, and service partners, by phone, by email, and in person
- Responding to general inquiries and requests for information or program participation
- Providing support for special events, including planning and implementation
- Managing general office functioning, maintaining supplies, and greeting visitors
- Assisting in volunteer management
- Updating and maintaining spreadsheets of monthly measurable data

Requirements:

- Effective electronic communication and database management skills
- Strong organizational and time management skills
- Attention to detail
- Warm and engaging interpersonal skills
- A spirit of teamwork and collaboration
- A personal expectation of high quality in all tasks performed
- Two years or equivalent experience in an administrative assistant role
- Bachelor's degree preferred but not required

Book Harvest is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, gender, disability, national or ethnic origin, or sexual orientation. We offer a competitive salary commensurate with experience and an engaging, purposeful workplace culture.

If you are interested in applying for the position of Administrative Assistant, please submit a resume, contact information for two professional references, and a cover letter with a statement of interest to Daniele Berman, Operations and Community Partnerships Manager, at daniele@bookharvestnc.org. Only complete applications will be considered. The priority deadline for receipt of applications is October 28, 2016.

A successful background check is required. Book Harvest will pursue both indicated and non-indicated references.