

Executive Assistant Job Description

Hours: Full time, 30-40 hrs/week

Compensation: Competitive compensation and benefits



SUMMARY:

The GrowHaus is an urban agriculture nonprofit in Denver's Elyria-Swansea neighborhood with the mission to create a community driven, neighborhood based food system by serving as a hub for urban agriculture, education, and economic opportunity.

The Executive Assistant is a position for a dedicated individual to provide administrative support to the Executive Director, as well as to The GrowHaus leadership team. We are looking for a highly organized, responsible and flexible individual who is excited to work behind the scenes to ensure organizational effectiveness and efficiency. This is a unique opportunity to work at the center of a community nonprofit helping to shape a local food system in Denver.

DUTIES AND RESPONSIBILITIES:

- Assists in maintenance of facility and office systems including phone, network, internet, security system, printer and copier, and more
- Supports Operations manager with facilities
- Assist executive management with scheduling and weekly planning
- Administrative tasks such as supplies ordering, preparing and organizing various documents, manage the upkeep of organizational documents such as the weekly and monthly metrics, contact list, and calendar
- Assist in planning and execution of GrowHaus events, possibly including heading planning committees, ensuring completion of planning tasks
- Assist in food safety implementation
- Notetaker at meetings such as Staff meetings
- Provides research for executive management team as necessary
- Provide database maintenance assistance, primarily Salesforce
- Other relevant duties as assigned by supervisor

REQUIRED JOB SKILLS, EXPERIENCES, AND QUALIFICATIONS:

- Proficiency in Spanish and English, both oral and written
- Extensive experience with Latino/Hispanic communities

- Excellent organizational skills (oral and written) and the ability to excel at details, multitasking and working under pressure
- Highly experienced in the use of computer programs such as MS Word, Google Docs, PowerPoint, and Excel
- Occasional need for weekend or evening availability
- Highly responsible, able to handle a full workload
- Flexible attitude and a strong team player
- Excellent interpersonal skills, ability to effectively and respectfully communicate with diverse professionals and community members
- Self starter - ability to stay on top of projects

PREFERRED JOB SKILLS, EXPERIENCES, AND QUALIFICATIONS:

- Fluent Spanish Speaker
- Experience in nonprofit operations, experience assisting an executive
- Office management skills
- Experience with: project management; Human Resources; IT; event planning
- Knowledge of and passion for food systems, food access, and/or urban agriculture
- Experience working in a dynamic startup culture

HOW TO APPLY:

Interested parties must submit a resume and letter of intent addressing the questions below to Careers@thegrowhaus.org, with subject line: Executive Assistant Application

- Why you? Why this position? Why The GrowHaus? & Your Level of Spanish