



Administrative Assistant (Part-Time)

OPPORTUNITY

Urban Green Lab, the center of sustainable living education in Nashville, seeks an administrative assistant to join our team and help make sustainable living education a top priority for our city.

URBAN GREEN LAB

Our mission is simple: We teach people how to live sustainable lives. Founded in 2009, Urban Green Lab envisions a world where all of us have access to the basics of sustainable living education. Through a focus on classrooms, households, and workplaces -- places where culture begins -- we grow systems or “labs” of learning about what it means to make more sustainable choices by organizing teams, training professionals, and connecting them to local resources that make a difference. Together, we can inspire positive change and feel good about being part of the solution.

SUMMARY OF THE POSITION

The Administrative Assistant is a critical part of the team, and assists the Executive Director and staff with a variety of financial, operational, and general administrative duties. Supervised by the Executive Director, the Administrative Assistant is primarily responsible for financial support, such as invoices and coding expenses, but also basic administration, like troubleshooting tech or compliance matters. The position is part-time (20 hours per week), based in Nashville, and requires some travel citywide to meet with vendors or assist programs. Some evening and weekend duties are required.

KEY RESPONSIBILITIES

Percentages of effort and tasks may evolve with time.

1. FINANCE SUPPORT (50%)

- Submit and pay invoices and government grant reimbursements.
- Using Quickbooks, copy and enter receipts, and assist with coding of expenses.
- Review monthly financials, and interface with local CPA firm and Board Treasurer.
- Maintain revenue tracker, and send annual donation reports and thank yous.

2. GENERAL ADMINISTRATION (30%)

- Aid staff with simple admin tasks, like ordering supplies, hiring vendors, etc.
- Help identify experts with answers to tech questions about digital platforms, etc.
- Assist Executive Director with submission of any legal documentation (Federal, State, etc.).
- Manage the connect@urbangreenlab.org public account and disseminate messages.

3. OTHER (20%)

- Organize and maintain the office and assets, equipment, and supplies, including cataloguing.
- Support other core functions of the organization as needed, like assisting occasional program implementation, strategic planning, and routine staff, committee, and one-on-one meetings.

ATTRIBUTES

The successful candidate will ideally possess the following attributes and professional qualifications:

1. Passionate commitment to Urban Green Lab's mission and values
2. Entrepreneurial, with a sense of how to sustain innovative programming
3. Outstanding interpersonal and organizational skills, and high sense of integrity
4. A positive, flexible attitude, intellectual curiosity, and capacity to adjust to change
5. Diplomatic, with excellent community relations, listening, and learning skills

6. Self-reliant, proactive, dependable – a team player to the core
7. Humility and grace under pressure, a sense of humor

OTHER QUALIFICATIONS

1. At least 1-2 years of relevant experience (bachelor's degree preferred, but not required)
2. Experience with administrative or operational support, especially with small nonprofits, a plus
3. Background in finance or budgets especially helpful, including Quickbooks and spreadsheets
4. Familiarity with problem solving and identifying resources that can assist with staff inquiries
5. Comfort working with everybody, including vendors, businesses, families, and the public
6. Understanding of sustainable living, the environment, or related issues a plus
7. Clear oral and written communications, and experience with reports

SALARY & BENEFITS

The position is paid hourly at 20 hours per week and the rate is dependent on experience. Benefits include a communications stipend, plus generous personal time and paid holidays.

APPLICATION DETAILS

Please email cover letter, resume, and three professional references (email, phone, and nature of each affiliation) to Todd Lawrence, Executive Director, at connect@urbangreenlab.org. References will not be contacted without prior approval. Submissions that are incomplete or sent by other means, plus phone calls, will not be considered or returned. Candidates are encouraged to read about us first at www.urbangreenlab.org. Only applicants selected for consideration will be contacted. Applications are accepted until position is filled. All correspondence is confidential. Background check required.

WORK ENVIRONMENT

Based in an office setting, the Administrative Assistant will spend most of their time in the office and occasionally outside the office meeting with vendors or supporting programs. Urban Green Lab has a flexible work environment, and all staff are expected to manage their own schedules. Reasonable

accommodations may be made to enable individuals with disabilities. The employee is regularly required to sit, stand, walk, talk, listen and feel, reach hands above the shoulder, occasionally stoop or crouch, and lift and/or move 10-25 pounds. Noise is moderate, though often louder at events.

EQUAL OPPORTUNITY EMPLOYMENT

Urban Green Lab is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. Urban Green Lab welcomes applicants from a diversity of backgrounds, experiences, abilities, and ideas.

DISCLAIMER

This job description is not necessarily an exhaustive list of all associated responsibilities, skills, requirements, or conditions. While intended to be accurate, it is not meant to exclude that other, different tasks may be required when circumstances change (such as during emergencies, personnel changes, workload alterations, rush jobs, or technological developments or advancements).

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