



GLASSWORKS COOPERATIVE

Affordable - Sustainable - Community

Glassworks is hiring! Are you the team member we're seeking?

JOB TITLE: Administrative Assistant to the Glassworks Board of Directors

Probation period of 3 months. After this time a pay increase and contract extension may be reconsidered pending increase in responsibilities.

PAY RATE: The rate of \$25/hr at a starting schedule of 20 hrs per week

JOB DESCRIPTION

The Glassworks Administrative Assistant will report directly to the secretary of the Board of Directors

- Managing organizations email communications
- Managing member communications in the form of newsletters, emails, and member meetings (2-3 a year) as well as supporting the board in organizing the annual general meeting
- Other communication needs such as social media and website
- Support the board with member outreach and orientation, and the organization of online and in person events to support member engagement
- Support with organization's circles (aka committees) through minute taking, agenda making, and scheduling meetings
- Support the board of directors through minute taking, agenda making, and meeting reminders.
- Support with research and writing of relevant grants
- Engage in relevant professional development on behalf of the organization as assigned
- Conduct research to support Board decision-making
- Other tasks as determined by the Board of Directors

Think you might be who we're looking for? For more info or to submit your resume reach out to glassworkscoop@gmail.com