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 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 the Co-operative's email and online portal communications
- Managing member communications in the form of newsletters, emails, and member meetings (~6 a year) as well as supporting the board in organizing the annual general meeting
- Other communication needs such as social media and website updates
- 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

Experience and skills:

- Zoom meeting management (online and hybrid)
- Google calendar, contacts, docs, sheets, forms and slides
- Website CMS management (Systeme.io, WordPress, or similar)
- Newsletter creation and management (System.io, Mailchimp or similar)
- Excellent written and verbal communications skills
- Diplomacy
- Detailed record-keeping
- Experience with sociocracy and non-violent communications is desirable
- Member organization, co-operative, housing and/or non-profit experience is strongly preferred

Think you might be who we're looking for? Submit your resume and cover letter to glassworkscoop@gmail.com