



## **Position Posting for Part-Time Administrative Assistant January 2012**

### **About SAGE**

SAGE (Sustainable Agriculture Education) is a small, entrepreneurial non-profit organization dedicated to establishing and supporting multifunctional agriculture at the metropolitan edge, and fostering linkages between rural farmers and urban city dwellers. SAGE has two main project areas: (1) planning and development of Agricultural Parks, entities that include farming, public education, and natural resources stewardship; and (2) collaborating on initiatives (*Greenprints* and a *New Ruralism* framework) for making agriculture an integral element in regional sustainable communities planning and implementation efforts.

### **Position Overview**

Sustainable Agriculture Education (SAGE) is seeking an administrative assistant; approximately 12-15 hours per week, over two to four days, beginning by February 1, 2012. Preference is given to work-study students, but all interested and qualified applicants are welcome to apply. Position is supervised by Office Manager, works closely with the Executive Director, and coordinates with office interns and volunteers.

### **Responsibilities**

- Maintain social networks and assist with outreach
- Update Website with Wordpress and online database using Salesforce
- Provide research support for fundraising and projects, such as Sunol AgPark education programs
- Manage general inquiry phone, mail, and email correspondence
- Assist with office organization including filing, ordering of supplies, and organization of publications
- Provide administrative assistance including scheduling and list management

### **Qualifications**

- Excellent administrative, organizational, and communication skills
- Excellent computer skills in Microsoft Office; experience with Adobe Suite is desirable
- Ability to work independently and as part of a team in a multitask environment
- Conscientious, calm, and detail-oriented with ability to prioritize
- Personable and dependable

**Compensation and workplace:** Hourly rate is modest and commensurate with experience. Workplace is a Suite in the David Brower Center in downtown Berkeley. SAGE shares the Suite with the Bay Area Open Space Council (BAOSC), California Climate & Agriculture Network (CalCAN) and American Rivers.

**To Apply:** Please send cover letter, resume, and two references to [info@sagecenter.org](mailto:info@sagecenter.org). Applications accepted until position is filled.