



Administrative Assistant

The San Juan Islands Agricultural Guild (Ag Guild) is looking for an administrative professional to join our team. We are seeking someone ready to contribute their energy to our mission of fostering a vibrant and resilient local food system in San Juan County.

The Administrative Assistant is a part time hourly (7 hours/week average) administrative level position responsible for answering phones and general inquiries, communications, fundraising, grant writing, tracking, reporting, and other essential organizational tasks like bookkeeping support, scheduling meetings. The successful candidate will demonstrate strong people skills, professionalism, and attention to detail.

Learn about the San Juan Islands Agricultural Guild at <https://sjiagguild.com/>.

Key Responsibilities and Core Functions

- Assist with fundraising, donor communications and mailings
- Maintain and update the donor management system
- Support communications with community partners
- Assist Executive Director and program leads with grant writing, tracking, reporting
- Assist in writing and formatting newsletters
- Help maintain file folder systems
- Partner with ED and Treasurer on Compliance tasks
- Respond to general inquiries in person, by phone and email
- Assist accounting partners with bookkeeping functions including data, donations, grants and payment tracking
- Coordinate scheduling for committee and board meetings
- Assist with preparation and setup for committee and board meetings
- Assist with coordination of events; requires working occasional evenings and weekends
- Assist with general tidiness of shared office spaces
- Other duties as assigned

Compensation

The Ag Guild is seeking a part-time employee in San Juan County to work during regular business hours Monday - Friday. The hourly wage for this position is \$30 - \$35 per hour depending on experience. This is a hybrid position that can largely be done remotely, or the office space on Lopez Island.

Desired Qualifications*

Minimum of one year relevant work experience in a professional office environment.



Comfortable working with members of the public and enjoys providing administrative support:

- Experience supporting a CEO, Executive Director, Board of Directors, or other executive level positions
- Experience with bookkeeping, data entry and/or related functions desired
- Grant writing and reporting experience
- Intellectual curiosity about philanthropy and nonprofit management
- Demonstrated commitment to high professional ethical standards
- Demonstrated professionalism, diplomacy, and ability to guard confidentiality
- Excellent verbal and written skills, creativity, independent judgment, and attention to detail
- Enthusiastic, proactive, and collaborative team player
- Proficiency working with Microsoft Office, Mailchimp, and Google Workspace
- Experience with donor management platforms desired
- A willingness to learn new skills and technology platforms

*No candidate is expected to possess all the qualifications listed above. In areas where aptitude and/or interest are greater than experience, candidates are encouraged to propose a plan for professional development

Application Information

To apply, send a cover letter and resume in PDF format to Lauren Bigelow, Ag Guild Executive Director at lauren@sjagguild.com. Applications will be accepted until the position is filled.

The Ag Guild is an equal opportunity employer and does not and will not discriminate against any applicant or employee based on race, religion, color, sex, gender, national origin, age, disability, sexual orientation, gender identity or expression, pregnancy, genetic information, military or veteran status, and/or any other characteristic or protected status.

About Us: Established in 2008, the Ag Guild is a county-wide 501(c)(3) nonprofit organization committed to fostering a vibrant, resilient, and sustainable food system in San Juan County, Washington. We achieve this through collaboration with community organizations, businesses, and individuals, offering programs that address key needs within the San Juan Islands food system. Our initiatives include promoting equitable access to land, resources, capital, and markets; increasing consumer awareness of local, sustainably produced goods; and reducing barriers to accessing healthy local food. We actively encourage peer learning, information sharing, collaboration, and communication to fortify our local food system.