SPARK Administrative Support Specialist

SPARK's Admin Support will be responsible for creating and maintaining an organized system of communication, scheduling and office management. The person in this role will be an important member of a team doing meaningful work in a collaborative and compassionate setting.

Job Responsibilities:

- Work closely with SPARK's Bookkeeper to reconcile finances, as well as filing sales tax for reimbursement
- Prepare for upcoming projects with communication to partners, as well as organizing supplies as needed with occasional hands on support
- Communicate with partners and invoicing as needed
- Donor communication via mailings, notes and SPARK news
- Communicate with SPARK's board and assist in quarterly meetings, along with creating and sending monthly emails to board members.
- Manage payroll/onboarding for SPARK year round staff, as well as seasonal staff
- Manage SPARK's contact list
- Organize information and keep records of SPARK's programs, initiatives and fiscal sponsee partnerships.

Work and Benefits:

- Pay: 12 hours a week, $21/hour
- Flexible schedule

Reports to Executive Director and works collaboratively with SPARK's team: Outreach Director, Bookkeeper and other programming team members.

Qualifications / Skills:

- Excellent written and verbal communication skills
- Organizational Skills
- Self-starting attitude
- Attention to details
- Data entry skills: spreadsheets, google formatting, basic accounting software
- Professionalism
- Community focus
- Confidentiality
- Compassionate towards all people

Education and Experience: Post-secondary education recommended. Data entry and/or bookkeeping experience required. Experience in bookkeeping and data entry.