

Position: Administrative Manager

Reports to: Executive Director

Average Hourly Commitment: 8 hours per week

Job description

- **Website**
 - Greenbenefit.org website updates and maintenance
- **Green Sheet**
 - Post, manage mailing list
- **Google Calendar**
 - Manage and update
- **Reports, Applications, Communications**
 - Research, calculation, collation, and other assistance
- **Executive Committee & Board Meetings:**
 - Calendar and notice meetings, including board packet.
 - Manage records
- **Google Drive**
 - Organize and update records
- **Permissions & Access**
 - Manage email addresses, calendar access, Google drive access, etc.
- **General Administrative**
 - Support Executive Director and Directors as needed.