



## 21 ACRES Center for Sustainable Living

Educational campus and interpretive center with classes, tours, a year-round farm market, youth camps and field trips, kitchen, events, and more.

13701 NE 171<sup>ST</sup> ST. Woodinville, WA 98072

### ***Administrative Assistant 2 – Climate Challenge Club***

***Reports To: Administrative Manager***

***Salary Range: \$15.00 - \$18.00 /hour***

***Days/Hours: Weds – Friday 10 a.m. – 2:30 p.m.; Saturday 9:30 – 4:30***

Visit Us Online: [www.21acres.org](http://www.21acres.org)

### **Who Are We?**

21 Acres is a nonprofit campus located in Woodinville, Washington with a mission to inspire action to solve climate challenges by learning as a community to grow, eat and live sustainably.

### **What is the Opportunity?**

If you have 4 to 6 hours daily Wednesday through Saturday, regularly shop farm markets, geek out when you find ways to reduce your carbon footprint, enjoy sustainable living, and also love talking with folks, teaching, and doing administrative tasks, you just may be the person we are looking to fill a newly created position at 21 Acres. We need a very special person to join the camaraderie and community, fulfilling our educational mission on a part-time basis.

If you are detail-oriented with a friendly and flexible personality and can handle everything from data entry, to tours and more, with unadulterated enthusiasm for all things sustainable and a love of educating others and moving them to act, we need to have you join our team and share that knowledge. You will specialize in re-tooling and creating value in our membership program by building relationships and encouraging folks to participate in campus and community-wide activities. And, you will not just sit at a desk; you will create and participate in small educational vignettes we call Walk 'n Talks, so, a gregarious nature is a must. If you have been on a wonderful tour or adventure with someone who made you feel comfortable, but informed and entertained you at the same time, then you know the type person we are looking for to help with our interpretive center activities.

Please see below for a full description and instructions on how to apply correctly; Do Not Miss This Part!.

**The Most Important Thing You Need to Know:** As our Part-time Administrative Assistant and Climate Challenge Club Coordinator, you will:

- Be the first point of contact for 80% of our callers and visitors. Consequently, you must be able to speak effectively and knowledgeably, exhibit patience, and address caller and visitor concerns immediately.
- You will provide 21 Acres education and building information, be a resource, and effectively communicate sustainable living and mission information to our guests.
- Build your own knowledge and excitement about sustainable living to provide excellent customer service while educating visitors and guests.

**You will Rock and Roll coordinating our Climate Challenge Club (recruitment and retention activities):**

- Be the main contact and creative force to re-tool, refine, and revitalize our membership program to an active participation Club.
- Prepare packets and outreach promotions; support social media strategies with photos, quotes, and stories.
- Write newsletter or blog posts for club activities
- Manage, maintain, review and update membership/club lists and files; set up and maintain a renewal system.
- Plan, coordinate, promote and execute special club offers and events (with the help of other staff members, but you are the leader).
- Check website and social media content; provide necessary changes as needed.
- Track club activity to ensure members are kept informed. Increased Club numbers and volunteer activities by members are a target, as are participation in classes and events.

**And, we will depend on your help with Front Desk Administration**

- As the first point of contact with our guests, you will assist with overall operations via daily tasks such as calendars, answer phones, manage emails and correspondence, data entry, and provide information.
- Assist and manage information for the marketing, education, and communication teams for classes, events, and social media needs.
- Provide tours, be a resource, and effectively communicate sustainable living information.
- Be an active participant in smooth daily operations, and proactively fulfill those needs.
- Demonstrate continuous effort and use of independent judgment to improve operations, streamline work processes, and manage office equipment where needed.
- Build effective working relationships with individuals inside and outside the organization.
- Take initiative on projects, and exhibit commitment to overall goals set by management.
- Maintain a neat and orderly work environment.
- Assist with special events on occasion which may include work outside of regularly scheduled work hours.
- Communicate and interact professionally and appropriately with co-workers, the public (youth and adults), and customers.
- Exhibit regular and timely attendance.

**And then, you will have fun with Educational Opportunities**

- You will devise rotating vignettes called Walk 'n Talks, as well as do tours and provide educational and Club opportunities in the market and at events.
- And the extra special catch-all - Other duties as assigned – we all do lots of things – it is not a boring job!

## What Are We Looking For?

- Work Wednesday through Saturday, with necessity to flex hours on occasion, or as needed for special events.
- Must have sense of humor, be adaptable and innovative.
- Knowledge, enthusiasm, and personal commitment to a sustainable lifestyle.
- High School Diploma or GED or equivalent; 2 years' experience in administrative work.
- Ability to read, write, and effectively communicate in English as well as understand and follow instructions with accuracy and timeliness.
- Professional, strong, and effective interpersonal skills applied through all levels of the organization.
- Superb attention to detail, strong organization skills, and ability to prioritize tasks appropriately.
- Must be proficient with technology (e.g. WORD, Excel, Office 365, and social media.)
- Ability to properly and accurately maintain paper and electronic filing systems.
- Ability to work in sometimes hectic work environment
- Strong typing and creative writing skills.
- Must pass Washington State Background check.
- Obtain and maintain a current Washington State Food Workers Permit (We have a beautiful kitchen and sometimes, we all get to help! Great smells in our daily work environment are a delight and a burden!)

## What Can You Expect?

A collaborative work environment where we throw the doors open to greet and educate our visitors, members and stakeholders, and interact with the rest of the 21 Acres team. A competitive wage, employee discount and perks, vacation and sick leave, and healthy dose of humor where no two days are the same are hallmarks of a position with 21 Acres. Expect that you will do a lot of walking and talking; you will work collaboratively and independently!

## Working Conditions!

The 21 Acres facility is a LEED Platinum certified building that facilitates a learning environment for sustainable and regenerative living. Tours and general work involve maneuvering over unpaved and uneven grounds, some of which is farmland. The work environment has a moderate to high noise level. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position frequently involves mobility between first and second floors, and the outdoors. You may need to reach, bend, grasp, lift, pull, push, stand, kneel, squat, and twist and well as lift and carry items up to 20 lbs. You will need ability to sit or stand for extended periods of time, manipulate items with fingers frequently, operate a computer or other technology regularly, walk outside in various weather conditions, visually monitor visitor activities, read and interpret manuals and instructions. If you need to always be cozily warm or living in air conditioning, we may not be the proper environment for you, but if you desire to learn and do the many various parts of your job with no two days the same, this could be the position for you.

## How Do I Apply?

As an equal opportunity employer, 21 Acres is committed to the recruitment, retention and development of a diverse, multi-cultural work environment. 21 Acres does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, national origin, disability, or sexual orientation.

## Apply Correctly!

The following Application Materials **MUST** be in one PDF document; incorrect formatting may exclude your resume from consideration.

- A detailed cover letter in which you explain how you meet the Position Requirements of the job and why a position at 21 Acres appeals to you as it relates to your lifestyle choices. Please also include your thoughts on how joining and participating in an organization can create community change, as well as a description of your favorite vegetable and how you like to prepare it.
- Your chronological resume including relevant work experience, skills and education.
- The names and contact information for two professional references in your resume.

Qualified Candidates will be contacted for an initial phone interview.

**Send To:** Deb Sternagel [deb@21acres.org](mailto:deb@21acres.org)

**Position Open Until: October 20<sup>th</sup> or we have found the perfect team member**