

Partners in Education Position Description

Position: **Administrative Assistant/Development Coordinator**
Reports to: **Executive Director**
Also supports Board Members as needed
Status: **Variable part-time, non-exempt**
Start Date: **Immediately**
Compensation: **\$20 - \$25 per hour**

Palo Alto Partners in Education (PiE) is a non-profit education foundation dedicated to supporting all Palo Alto public schools. We partner with parents, Palo Alto Unified School District and community to raise funds to give all students in PAUSD the best education possible. In 2009-10, PiE donated more than \$2.9MM million to PAUSD through various grants.

PiE is seeking a part-time Administrative Assistant who will support our Executive Director in following areas:

Data Entry and Development Assistance

- Process paperwork, enter data in our Raisers' Edge database, and file all records neatly and accurately
- Precisely maintain donor information in database
- Promptly process donor acknowledgements (thank you's) and issue resolutions
- Diligently process corporate matching gifts
- Work with Treasurer to reconcile donation records to accounting records

Office Management and Administrative

- Provide office coverage to handle donor and volunteer inquiries
- Handle banking, pick up and process mail, file donation documentation, process marketing materials, etc.
- Occasionally support trainings, marketing and communications efforts, and other events and activities
- Perform other tasks as requested

We are seeking an individual who:

- Is meticulous, organized, accurate and reliable
- Has good interpersonal skills in dealing with volunteers, district staff and donors
- Has the ability to work as a team player and understands the value he/she can create for the organization to achieve its goals
- Has the flexibility to work part-time as specified, including to work extra hours during campaign crunches (usually during September, November, February, and May)
- Is able to do accurate data entry, ideally with background or familiarity with some type of fund raising / order entry systems (Raisers Edge background would be a big plus)
- Has a good working knowledge of MS Office (especially Word, Excel and Outlook)
- Is open to learning new technology skills
- Can work out of our office at the PAUSD District Office, 25 Churchill Avenue, Palo Alto
- Is passionate about making a meaningful contribution to our schools and local community.

The Administrative Assistant will ideally be in the office most mornings. Weekly hours will average 25-30 per week in August through February and May, and 15-20 per week in otherwise.

We are looking for someone who loves detailed work and who wants both job flexibility and the opportunity to make a big difference for the students in the Palo Alto Unified School District.

If you are interested in applying or have questions, please contact Kathy Schroeder at kschroeder@papie.org.