

**TITLE:** Administrative Assistant

**EMPLOYMENT TYPE:** Part time: 20-29 hours per week

**LOCALITY:**

- Brooklyn, NY
- Remote

**DEPARTMENT:** Administration & Finance

**SUPERVISING MANAGER:**

- Operations Manager

**DIRECT REPORTS:**

- Operations Manager
  - Executive Director
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Organizational overview

For over 30 years, Rainforest Foundation US (RFUS) has worked to address climate change and safeguard biodiversity by promoting the rights of indigenous peoples and supporting their efforts to protect and defend their rainforests. Science shows that forests managed by indigenous peoples are healthier, suffer less deforestation, capture more carbon, and contain more biodiversity than forests managed by private or public entities--including nationally protected areas. What's more, scientists tell us that protecting forests is as important as reducing greenhouse emissions if we hope to stem the tide of ecological collapse.

RFUS works in partnership with indigenous communities and their representative organizations to protect tropical rainforests by supporting their efforts to secure rights to their lands, strengthen monitoring and land security, influence laws and policies that protect their resources, and build strong and sustainable community leadership. By investing directly in indigenous communities, RFUS connects the people rooted in the land with the tools, training, and resources to be effective advocates and protectors of the forests they call home. RFUS currently operates four country programs in Brazil, Guyana, Panama and Peru, and hosts a number of regional partnerships in Central America, the Amazon Basin and across the tropical belt.

Position overview

This role supports the day-to-day operations of a small nonprofit organization. This individual is essential to the maintenance of the RFUS's fiscal health, the growth of the operations team, and the success of RFUS's mission.

Intention of role and primary responsibilities

Under the direction of the Operations Manager, the part-time Administrative Assistant is responsible for performing the following responsibilities:

- Administrative Support
  - Assist Executive Director and Operations Manager task and calendar management
  - Serve as the first point of contact for the organization, managing several of RFUS's company emails
  - Assist in the transcribing, editing, proofreading, and formatting of administrative documents
  - Purchase and track of administrative and programmatic supplies and equipment
  - Assist with the preparation for the Board of Directors meetings by drafting agendas, taking minutes, and scheduling meetings

- Draft staff meeting agenda and minutes
- Liaison between RFUS and IT service provider to manage the preparation, repair, and maintenance of office equipment, including computers, phones, and printers
- Assist with the preparation for and scheduling of staff travel
- Assist in administrative research as needed
- Maintain organizational files and archives
- Special Events:
  - Assist with coordination of event logistics
- Communications
  - Support internal communications including electronic employee newsletter
  - Coordinate website updates related to human resources and administrative needs

#### Minimum qualifications

- Minimum two years related experience
- Nonprofit experience is a plus
- Experience instead of degree will be considered

#### Knowledge, skills, and abilities

- A strong advocate for environmental conservation and the rights of BIPOC peoples (**B**lack, **I**ndigenous, **P**eople **o**f **C**olor)
- Understanding of and commitment to advancing RFUS's mission and work
- A high degree of personal integrity and discretion in handling sensitive information
- Highly organized and self-motivated worker who can develop effective work plans, set priorities, and meet deadlines
- Strong attention to detail and solid written and oral communication skills
- Proficiency with spreadsheets, databases, and word processing
- Knowledge of Spanish and Portuguese is a plus

#### Time and location

This is a part-time, non-exempt remote position with optional travel to RFUS's Brooklyn office. The expected work schedule for this position is between 20-29 hours a week. Employees are expected to work during core business hours of 9:00 AM EST - 5:00 PM EST, Monday-Friday.

#### Compensation

Compensation for this role is at the hourly rate of \$20/hour.

#### Benefits

Paid vacation and sick leave.

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#### How to apply

Candidates should submit PDF versions of their 1. Resume and 2. Cover Letter to the posting listed on [Idealist](#) or [Diversity.com](#).

Applications are reviewed on a rolling basis.

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All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status. Rainforest Foundation US shall also follow the requirements of the Human Rights Law concerning non-discrimination of prior criminal conviction and prior arrest.