

Partners in Education Position Description

Position: **Administrative Assistant**
Reports to: **Executive Director & supports Board Members as needed**
Status: **Part-time, non-exempt**
Start Date: **Immediately**
Compensation: **\$20 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 2008-09, PiE donated \$2.65MM million to PAUSD through various grants.

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

Fundraising / Development Assistance

- Process, data entry and file donations in Raisers' Edge database
- Maintain donor information in database
- Process donor acknowledgements and issue resolutions
- Process corporate matching gifts
- Work with Treasurer to reconcile donation records to accounting records

Office Management

- Provide office coverage to handle donor inquiries
- Handle banking, pick up and process mail, file donation documentation, process marketing materials, etc.
- Other tasks as assigned

We are seeking an individual who:

- Is passionate about making a meaningful contribution to our schools and local community
- Is meticulous, organized 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
- Has the flexibility to work extra hours during campaign crunch (usually one week in October, November and February)
- Has data entry background and is familiar with some type of fund raising / order entry systems (Raisers Edge background would be a plus)
- Has a good working knowledge of MS Office (especially Word, Excel and Outlook)
- Is open to learning new technology skills
- Who can work out of our office at 25 Churchill Avenue, Palo Alto.

The Executive Director will determine daily hours. Hours will average 25 per week in August through February and 15 per week in March through July.

If you are interested in applying or have questions, please contact Muneerah Merchant at mmerchant@papie.org