

HILTON BIALEK HABITAT



Communications + Fundraising Assistant

Applicants must have a Federal Work Study agreement through MIIS to apply for this position.

About Us:

MEarth is a dynamic environmental education nonprofit that works with about 5,500 community members from across Monterey County annually, through our four core programs: NatureConnect, ClassroomConnect, FoodConnect and CommunityConnect. Our mission is to educate + inspire through environmental stewardship.

Over the last 17+ years, our team has led the development of the 10-acre Hilton Bialek Habitat, an award-winning environmental education center located at the mouth of Carmel Valley (adjacent to Carmel Middle School). We are looking for an enthusiastic addition to our team and can't wait to meet you! www.MEarthCarmel.org | [www.Facebook.com/MEarthCarmel](https://www.facebook.com/MEarthCarmel)

About the position:

We are looking for an assistant to help support smooth and efficient communications, fundraising, and administrative activities in the MEarth office.

About you:

- You have excellent organizational skills.
 - You are comfortable creating and maintaining databases and filing systems both electronic and real world.
- You are an excellent communicator, both verbally and written, with a keen eye for detail.
- You are interested in a career in the nonprofit sector and want to get tangible work experience.
- You are a technologically proficient, who is:
 - Comfortable with Microsoft Suite and Google Platform.
 - Confident troubleshooting printers and computers.
 - Knowledge of Adobe Creative Suites, Wordpress, and/or CRM systems is a plus!
- You are flexible and willing to help out outside the office and around the Habitat where and when needed.

Tasks may include the following:

- Upkeep and maintenance of NeonCRM, our online donor data management software.
 - Assist with the production of donor thank you letters and year end appeal and other fund development needs.

- Assist in community outreach and onsite events, including monthly Sustainable Chef Dinner Series, environmental outdoor movie nights, Glass Pumpkin Patch (September 16 + 17, 2017) and MEarth Day (April 21, 2018)
 - Sponsor and vendor communications
 - Exhibitor layout and coordination
- Assist in targeted social media campaigns and other marketing/PR for specific events and initiatives.

Availability on the following dates is HIGHLY desirable:

- September 16 & 17, 2017 | Annual Fundraising Event: Glass Pumpkin Patch of Carmel
- April 21, 2018 | Annual Community Event: MEarth Day

Working Conditions:

MEarth is an innovative and dynamic work environment, providing opportunities for the right candidate to explore a wide variety of avenues available in the environmental, agricultural, horticultural, & educational fields.

The candidate will be working around the school environment and therefore should be comfortable, presentable and a good role model for children. Successful candidate should be self-motivated and able to work alone or in groups. Creative problem solving and project-completion skills are a must.

The working environment is subject to bending, crouching, or kneeling to access information and/or to assist students from ground level to 4.5 feet above the ground, pushing, pulling and lifting of instructional equipment and supplies, sitting on chairs or floor, leaning over for prolonged periods of time, reaching in all directions, and working outdoors for prolonged periods of time.

The position is flexible (10-15 hrs/week) and will be scheduled based on applicants availability and the needs of the program. The exact scope of position will be tailored to fit specific interests of applicant, while supporting the on-going programs at MEarth. Successful completion of the hiring process is contingent on applicant passing a live-scan fingerprint/background check. (paid for by MEarth)

Payment

\$13/hr @ 10-15hrs per week (pending the amount of the Work Study award)

This is a temporary FWS position for the 2017/18 school year and does not guarantee long-term employment at MEarth.

To Apply:

Send a cover letter + resume to info@mearthcarmel.org with “Your Name-MIIS-Admin” in the subject line.

No phone calls please.

Women, people of color and LGBT candidates are strongly encouraged to apply. MEarth is an Equal Opportunity Employer.

