



Open Contracted Position: Administrative Assistant

Location: Flexible work location: can work in our Annapolis office, or from your home office

Schedule: This is a limited contract estimated to be 5-8 hours per week. The hours could increase as the organization grows, but additional hours are not guaranteed. This contract lends itself nicely to working independently from home.

Start Date: February/March 2016

Compensation: \$14/hour; Some travel may be needed if assisting with IPC events; mileage will be reimbursed at the prevailing IRS rate, or public transit expenses will be reimbursed.

Contractual: This role is for a 6-month contracted position, after which time, renewal of the contract will be explored for up to an additional 6 months. As a small, growing, nonprofit organization, we are unable to guarantee this contract beyond 2016. If you work from your home office, you will be asked to work from your own personal computer and provide your own internet service. If you choose to work in our Annapolis office, we will provide a laptop for you to use while in that office.

Organizational Background:

Interfaith Partners for the Chesapeake (IPC) is a nonprofit organization devoted to educating, supporting and inspiring people and communities of faith to advocate for the waters of the Chesapeake through policies and practices that promote a healthier environment and healthier people. IPC implements various programs to achieve this end such as the [Trees for Sacred Places Program](#), [Blue Water Congregations](#), and training programs such as that which was offered through the [RiverWise Congregations program](#) or our [Young Adult Field Education Program](#). Through strategic program development and effective implementation, IPC has engaged nearly 150 congregations to take action, and have grown our database nearly 7-fold in the past two years.

IPC has one full-time Executive Director, two part-time program staff, a contracted program assistant and a contracted bookkeeper. All staff work from their home offices and are expected to perform with highly disciplined independence. Virtual staff meetings and conference calls are utilized to maintain the ability to work remotely while carrying out the mission of the organization professionally and effectively.

IPC values the importance of healing the Earth with all faiths working together. Restoring the Earth reflects love for all beings and the need to repair the harm we have done. This leads us to a commitment to diversity in every respect. We are called to accept and love all persons and only when we are all working together in unison will we truly achieve a restored Earth. IPC welcomes and embraces people of all faiths and all walks of life, inviting them to join in the movement to care for the Earth.

Contract Description:

The Administrative Assistant will contribute to the mission of IPC in the following ways:

- Support production of our bi-monthly electronic newsletter, with guidance from staff.
- Triage phone calls and the general email box for the organization. Handle inquiries from new potential partners and congregations.



- Work with the Outreach Coordinator to maintain and update our database as needed, including following up with the 150+ congregations to evaluate their ongoing needs.
- Assist Executive Director with board meeting preparations and board member communications.
- Support social media outreach, with guidance from the Outreach Coordinator.
- Assist occasionally with staffing IPC informational tables at events if needed, coordinating volunteers for informational events, or assisting the Program Manager at events if needed.
- Assist with website maintenance, once trained.
- This position reports directly to the Executive Director.

Candidate Qualifications:

Ideal candidates will offer the following qualifications:

- Strong desire to support IPC's mission and inspire people to care for the Earth
- Respect of the differences among faith traditions and sensitivity to cultural and racial differences
- Outgoing and friendly personality, and excellent verbal communication skills
- Strong familiarity with computers for word processing, excel spreadsheets, email communications and database management. Many specific skills will be offered through training, but a strong comfort level with computers and interest in learning new skills will be essential.
- Willingness to work from home or travel to our Annapolis office weekly. If working from home is preferred, candidate must provide use of their own personal computer, and the computer should be equipped with Microsoft Office 2010 or higher. May need to occasionally travel to the Annapolis office to meet with the Executive Director.
- Ability to travel to events if needed, either via a personal vehicle or by using public transportation.
- A high school degree is required. College degree is preferred.
- Candidates with strong computer skills in Microsoft office programs such as Word, Excel, and Power Point, or recent experience as an office assistant, will stand out among applicants.
- Demonstrated ability to work independently as well as part of a team, a plus.
- In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented religions and races to apply.

Please submit a brief cover letter, three (3) references, and resume via email to info@interfaithchesapeake.org. All submissions should be in PDF format. **Please put Administrative Assistant in the subject line of your email.**