



Job Description Administrative Assistant

The Leakey Foundation offers an excellent opportunity for an experienced administrative professional to join this iconic non-profit. We will soon celebrate 54 years of funding scientific research and sharing those discoveries with the world through educational outreach.

The Leakey Foundation is looking to add a part-time Administrative Assistant to our team. The ideal candidate is outgoing, personable, and a self-starter who enjoys learning new things. This role requires someone who can pivot quickly, stay flexible, and thrive in managing many tasks and details. We are looking for someone capable of handling a diverse workload in various disciplines. Being part of our collaborative team, which includes dedicated and creative individuals, we hope to add a team player with excellent interpersonal skills.

Located in San Francisco, The Leakey Foundation offers excellent benefits and a competitive salary. This position reports to the Executive Director and may work closely with the Board of Trustees and Scientific Executive Committee members. This position will provide additional support to the communications, development, and grants departments and provide oversight of the office space's overall efficiency and day-to-day running.

Administrative Duties

- Provide support as needed to Executive Director, Department Directors, and Board
- Oversee office communications: Fielding phone calls, emails, and traditional mail
- Maintain vendor relations and office services, including IT resources and facilities (including fielding technical questions and service requests for the printer, mail machine, server/Cloud)
- Collaborate across departments to help plan events and initiatives
- Schedule and manage office Google calendar and schedule Zoom meetings
- Track and order office supplies, office snacks, meals for meetings
- Keep shared office spaces organized
- Maintain merchandise inventory, fulfill orders, and reorder stock
- Coordinate board report implementation three times per year
- Facilitate board report timeline, production, printing, and mailing three times per year
- Record board meeting minutes
- Track and facilitate program RSVPs and manage the collection and reimbursement of travel expenses

Development Administration

- Assist the Executive Director in planning and implementing development initiatives
- Conduct research projects for the Executive Director
- Run reports from contact relationship management software
- Manage accurate data entry in Neon CRM
- Manage event registration data entry in Neon CRM
- Add online and offline contributions and checks to shared Google doc
- Acknowledge gifts in a consistent and timely manner

The ideal candidate will possess the following skills and proficiencies:

- Have a sincere interest in The Leakey Foundation's mission and vision
- At least five years of experience in a professional setting
- Ability to skillfully manage workflow and time, balance tasks, and support inter-departmental needs simultaneously
- The ability for decision making with problem-solving skills
- Strong organizational and planning skills
- Proficient in MS Office, Google Suite, and Adobe Acrobat
- Experience overseeing large printing projects using a multifunction printer
- Knowledge of database management and integrity in terms of both efficiency and security
- Must be accurate, detail-oriented, and organized
- Ability to maintain a high level of confidentiality
- Excellent written and verbal communication skills and the ability to interact effectively and respectfully with different kinds of people regardless of age, race, gender, sexual orientation, cultural background, etc.

Founded in 1968, the mission of The Leakey Foundation is to increase scientific knowledge, education, and public understanding of human origins, evolution, behavior, and survival.

The Leakey Foundation is an equal opportunity/affirmative action employer.

This is a part-time position- 15 - 22.5 hours per week. There may be travel 2-3 times per year and the infrequent need to work some weeknights and weekends at events. Salary is commensurate with experience. Benefits include paid time off, and may be eligible for pro-rated health insurance. The work is based in The Leakey Foundation's office in San Francisco, California, and a physical presence in the office will be necessary, although telework will be possible.

Application Instructions To apply:

- Send an email with attachment(s) to sharal@leakeyfoundation.org
- In the email subject line, write APPLICATION- ADMINISTRATIVE ASSISTANT.
- Attach: 1) cover letter, 2) résumé or CV, 3) list of three references with contact information.
- Applications will be accepted until the position is filled