

# Solana Center for Environmental Innovation

## Administrative Support

Join our award winning organization to help lead change for grassroots environmental action. Our dedicated team, through outreach and education initiatives, serves as a critical community resource for San Diego County on issues and practices surrounding soil, water, and zero waste. Solana Center is a non-profit organization and has worked with people of all ages to support local sustainability since 1983.

### Duties and Responsibilities:

#### Primary

- Support Education, Marketing, and Community Engagement administrative needs
- Create and maintain events for Solana Center website
- Post events to community calendars
- Assist with distributing promotional materials
- Data entry and maintenance of email mailing lists via CiviCRM
- Prepare, pack, and maintain event/presentation materials

#### Support

- Support special projects
- Support publication of our website, newsletter, blog, and social media
- Other duties as assigned

#### Required Qualifications

- Superior attention to detail
- Strong written communication skills
- Interest in flexible work hours
- Organization and time management skills
- Strong computer skills: Microsoft Office and Google platforms
- Comfort learning new technology
- Commitment to working in a team environment

#### Preferred Qualifications

- Experience with CRM (customer relationship management) or other database software

This position is part-time, at-will, non-exempt and is paid \$12/hour, according to the laws of the State of California. There are no benefits for this position. Solana Center for Environmental Innovation is an Equal Opportunity employer.

**Please send a cover letter/email and resume to [hr@solanacenter.org](mailto:hr@solanacenter.org)**

