

Immediate Opening:
Executive / Personal Assistant to Creative Director
for fast-paced, creative, problem solving firm
that works with nonprofit and public sector clients to create social change

Position available at small, fast-paced, progressive East Bay firm that provides comprehensive strategic planning and communications design for predominantly nonprofit and public sector clients. This is a 10- person company with a heavy workload, high spirits, and a passion for the purpose of the nonprofit sector.

This is the ideal position for a recent college graduate who likes variety in a job, and who can balance multiple tasks efficiently in a busy environment. Candidates should own a reliable car and daily use should be expected. A stipend is provided to reimburse for car expenses.

Multi-talented self-starters with commitment to the critical role played by nonprofits, and/or interest in learning more about the nonprofit world, are encouraged to apply. Must thrive on demanding work environment and an extremely busy director, and be flexible and willing to do a broad range of work to ensure that projects are successful and that the president/creative director is able to function effectively and efficiently. This is an opportunity to work in a creative and socially-conscious environment. (*salary: \$30-40K, DOE*) For information about the firm, www.ferntiger.com.

Responsibilities

The Executive/Personal Assistant's role will be to provide logistical and operational support to the director of the company, managing communications and calendar, making travel arrangements, doing paperwork, running errands (including personal errands), filing, fielding phones, taking notes at meetings, and handling research as appropriate. The Executive Assistant will also provide critical support in office and/or project operations and handle other administrative tasks, as needed. This is a job requiring diverse skills and proficiencies, as well as creativity, good memory, strong writing, quick thinking, and an inquiring mind.

Experience

Required: 2 years in office environment handling coordination, administration, phones, light writing

Education B.A. (Journalism, pol. sci., design, pub. pol., anthrop., geog, other social change programs)

Skills Excellent communication and organization skills, strong computer skills (PC platform - Word, WordPerfect, PowerPoint, Excel, Filmmake Pro), ability to juggle multiple tasks.

The ideal candidate will:

- be willing to take on a variety of tasks - large and small
- have a basic knowledge of the Bay Area (especially Oakland, Berkeley, San Francisco)
- be flexible, organized, and have a "can-do" attitude
- have the capacity to prioritize tasks and to expect the unexpected
- be responsible, proactive, and punctual
- understand the importance of project deadlines
- have a clean driving record and auto insurance (proof required)

Applications will be reviewed as received. Please submit as soon as possible.

Cover letter required with resume as one document... fern@ferntiger.com or fax - 510-762-8368

Please do not phone.