

Programs Assistant Position

Pasadena Audubon Society is a nonprofit whose mission is to bring the excitement of birds to our community, through birding, education, and the conservation of bird habitats. We are seeking a self-starter who is passionate about the environment and seeking a well-rounded experience in a fast-paced small nonprofit.



The Programs Assistant will provide operational and administrative support to the executive director and key volunteers relating to programs, fundraising, communications, events and general administration.

Essential Duties:

- Coordinating events and follow-up
- Scheduling meetings
- Processing donations
- Coordinating volunteers for programs
- Assistance with grant writing and administration

This position will offer candidates a good opportunity to be involved in all aspects of a small environmental nonprofit, including volunteer management.

Required knowledge, skills and abilities:

- Organized, detail oriented and capable of following through on multiple projects.
- Comfortable taking the initiative and working independently.
- Process oriented
- Excellent written and verbal communication skills
- Able to interact effectively with people.
- Comfortable using and learning software such as Zoom, excel, Mailchimp, slack, CRM software (we use Little Green Light), and others as needed.
- Current valid United States driver's license/ Ability to lift 25-40 pounds.

Preferred attributes:

- Conversational Spanish
- An interest in birding and the environment
- Experience working with or organizing volunteers

Education: Bachelor's degree or equivalent work experience

This is a part-time role at 20 hours per week.

All interested applicants are encouraged to apply!

Please send a cover letter and resume to pasadenaaudubon@gmail.com with "Programs Assistant candidate" in the subject line.