



SAVANNA INSTITUTE

Laying the groundwork for widespread agroforestry in the Midwest

Job Opening: Administrative Assistant

1360 Regent St. #124 Madison, WI 53715

The Savanna Institute is seeking a sharp, resourceful Administrative Assistant to support our Administrators, Farmers, Researchers, and Fundraisers in their efforts to expand the reach of Agroforestry. The ideal candidate knows (or is ready to learn) the tools and systems of nonprofit management, can both keep a routine and respond quickly to high-priority requests, and has the curiosity and versatility to help complete projects in all areas of the organization.

We seek applicants who share our passion for ecological and equitable agriculture as a nature-based climate solution and who are motivated to widen the circle of who has the opportunity to inform, support, and benefit from its development. To that end, we are seeking a diversity of voices at the table and strongly encourage women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Posted

November 10, 2021

Organization Description

The Savanna Institute is a 501(c)(3) non-profit organization based in Madison, Wisconsin and Urbana, Illinois. Established in 2013, we work in collaboration with farmers, scientists, and other stakeholders to develop perennial food and fodder crops within multifunctional systems grounded in ecology and inspired by the savanna biome. Our work aims to lay the groundwork for widespread agroforestry in the Midwest US via strategic research and education. For more information, please visit savannainstitute.org.

How To Apply

Submit a resume/CV and cover letter to jobs@savannainstitute.org

Deadline

All applications must be received by **11:59pm CT on December 9, 2021**



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Questions? Email Brandi Brandes, Administrative Director, brandi@savannainstitute.org.

Diversity Commitment

The Savanna Institute affirms the value of staff and stakeholder diversity, and aims to foster inclusive environments and equitable outcomes of our work. We seek individuals who are committed to these goals.

Equal Employment Opportunity

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, veteran status, or any other status protected by applicable state or federal law.

Duties/Responsibilities

- Responds to and resolves administrative inquiries and questions.
- Manages data input and management in Salesforce
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Prepares and sends donor acknowledgement letters
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Performs other related duties as assigned.

Required Skills/Abilities



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- Excellent verbal and written communication skills.
- Enthusiasm for learning organizational tools and systems
- Proficient in Google suite, including docs and sheets
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

Education and Experience

- Associates degree or at least 3 years related work experience
- Demonstrated proficiency in required administrative skills

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.