Administrative Assistant

Purpose: One Montgomery Green Inc, a Maryland non-profit dedicated to promoting Montgomery County as a model sustainable community, is seeking applications for an administrative assistant for approximately 30-40 hours per month. This position is open to all.

1) **Duties** would include (but are not limited to):
   - Contacting and providing information to the media for events and/or programs
   - Answering email and routing to proper personnel
   - Composing and mailing Thank you letters to donors and sponsors
   - Maintaining and editing membership database (Constant Contact)
   - Compiling reports from website tracking
   - Contacting other One Montgomery Green service providers or partners to complete projects
   - Making inquiries and completing online searches as needed
   - Assisting board members and committees in completing their duties
   - Attend meetings and events hosted by One Montgomery Green
   - Assisting with Website and eNewsletter submissions
   - Managing the Executive Directors Schedule

**Ideal candidate** will have the following attributes/skills:
   - Positive attitude, good organizational & interpersonal skills and a commitment to building sustainable communities
   - Some Computer skills required (Microsoft Word, Microsoft Excel, Gmail, Constant Contact)
   - Spanish language skill will be a plus

2) Please fill out the online [application](#) and provide three (3) **references** related to work included in this RFP. You may also download a paper version. For each reference please include the following:
   a) Company name and address, contact name, email and phone number and contract type and/or description of services provided

3) **Service Level Guarantee** -- Please answer the following:
   
   What are your processes to ensure acceptable quality? What metrics will be used to demonstrate appropriate service?

4) **RFP coordinator**: All correspondence and questions regarding this RFP must be sent to [info@onemontgomerygreen.org](mailto:info@onemontgomerygreen.org). All questions must be submitted in writing. Questions and answers responses will be provided within 3 days of submission.

5) **Interview**: Acceptable candidates will be contacted by email or phone to conduct a phone and/or in-person interview.

6) **Selection and Notification**: Selection will be completed by the OMG team and its board of directors. Applicants will be notified via email on the date of the Board’s decision.