

**Franciscan Monastery Garden Guild (FMGG)  
Volunteer Job Description**

**Job Title:** Administrative Assistant to CEO/Director of Project Management  
**Reports To:** CEO/Director of Project Management  
**Status:** Volunteer

**ABOUT:** FMGG is a single, independently operated private urban farm, apiary, orchard, and meadow that donates gratis 100% of its vegetable and fruit produce to nonprofit organizations within the metro DC area for those who need food. It is located on the grounds of the Franciscan Monastery of the Holy Land at 1400 Quincy Street, NE, Washington, DC.

**POSITION SUMMARY:** We are seeking a part-time *volunteer* Administrative Assistant to support FMGG's CEO/Director of Project Management to manage the day-to-day operations.

**TIME COMMITMENT:** About 5-8 hours per week, year-round.

**SUPERVISORY RESPONSIBILITIES:** None.

**SPECIFIC RESPONSIBILITIES:** Under general directions and supervision, the Administrative Assistant is responsible for supporting the day-to-day functions and activities. Specific job functions:

- Provide clerical support including filing, printing, copying, correspondence, and errands.
- Create and maintain FMGG's master calendar.
- Schedule meetings.
- Track and order supplies.
- Track inventory.
- Document all donated produce by sort, weight, and recipient.
- Create slides for reporting to various stakeholders (Franciscan Monastery, FMGG's Board of Directors and members, funders, etc.).
- Help prepare on day of events, including signing in volunteers, set-up and clean-up of space, and giving direction throughout the event.

**LANGUAGE SKILLS:** Must have good written and verbal communication skills. Ability to effectively present information and respond to questions from a variety of audiences. Ability to communicate with constituents on the telephone, in person, and in writing.

**PHYSICAL DEMANDS:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel and talk or hear. The incumbent is frequently required to walk, sit, and reach with hands and arms. The incumbent is required to stand, walk and lift and sit while working. Work is done both indoors and outdoors with both cold and hot weather.

**WORK ENVIRONMENT:** The noise level in the work environment is usually low to moderate and conducive to perform required duties described in this job description.

**TO APPLY:** Please email your resume and a short cover letter to [gardenguild@gmail.com](mailto:gardenguild@gmail.com)