

Germantown Residents for Economic Alternatives (GREAT) is hiring for an Executive Assistant (EA). The EA will support a variety of organizational needs including but not limited to operations, management, finances, fundraising, and communications. The EA works directly with the Founding Director and will steward, maintain, and build systems that improve organizational functions and resources.

This is a part-time, ongoing role, contracted independently. Because of our mission, we prefer that our resources of all kinds, including income opportunities, are a benefit to our immediate community. Thus, we would like to hire someone who lives in Germantown, and preferably someone who is a long-time resident with their roots here.

Organization Mission: *Germantown Residents for Economic Alternatives Together (GREAT) is using our collective resources to grow food, share tools, support each other in times of need, organize around issues of housing justice, and strengthen our holistic health and well-being. Together we are co-creating systems rooted in social justice to shape a community that thrives on collective work and responsibility.*

Time commitment: 15 hours per week to start / 65 hours per month (Slight fluctuation between weeks is expected, as long as the responsibilities and the total hours per month are met)

Compensation: Flat fee \$1625 per month (based on a rate of approximately \$25/hour)

We are seeking a Germantowner who...

- Works well independently, will ask clarifying questions as needed but needs little guidance to complete most assignments
- Can manage their schedule and keep track of responsibilities
- Produces high-quality work, with attention to detail and accuracy
- Uses email as a primary means of work communication and exchange of information, is proficient at sorting and tracking emails
- Has a relatively flexible schedule, can support evening/weekend activities as-needed
- Has bandwidth to hold important responsibilities, on top of other life commitments
- Has a work ethic that includes a desire to provide support, taking direction with ease, respecting and valuing team members, professionalism, professional growth-oriented

RESPONSIBILITIES

Ongoing (have ownership of):

- Keep mailing list updated with sign-in sheets, website form, new members
- Assist with Bookkeeping - transactions, reports, and deposits
- Manage and maintain website, and social media - ensure coverage of key activities, updates, develop content and schedules
- Prepare bi-monthly ish newsletters

- Monitor / respond to / forward incoming phone calls and mail
- Manage petty cash
- Fundraising
 - Build out a team, facilitate meetings, support activities, engage team in roles
 - Collect stories, write fundraising materials
- Donors - Process acknowledgement letters/thank yous to donors, maintain contact list
- Organize grant schedule and research for new resources

As-needed/more sporadic tasks:

- Grant-proposal support - review, data
- Payment processing
- Troubleshoot issues with insurance or other accounts
- Event / activity support as-needed: volunteer coordination, flyer design, outreach communications, day-of support, errands like food pickup, tabling support (like coordination of supplies and materials, volunteer training)
- Misc meeting scheduling support
- Plan annual GREAT holiday party

Special projects - Current projects, for ex: contractor policies / guidelines, procedure for wellness needs/requests, storage of supplies, reactivate Facebook group

Other, as needed, directed by the Founding Director

Requirements:

Computer/laptop, printer, reliable internet, private transportation

Space for storing some informational or other materials

Instructions for application:

If interested in applying for this role, please...

- 1) Ensure you've thoroughly reviewed all details of the above description, and truly believe you are the right fit!
- 2) Send a letter of interest and resume to greatgtown@gmail.com. Use the subject line: Executive Assistant - [your name].
- 3) In your letter of interest, please include at minimum: why you are interested in the role, why you are interested in working for GREAT, where this role would fit in with your other work responsibilities, and tell us about your connection to Germantown.

Applications are reviewed on a rolling basis! We will follow up within 2 weeks of receiving your information. **Apply by: August 9, 2026**