

FRANZIE'S FLOWER FRIENDS

Franzie's Flower Friends exists to deliver repurposed flowers to non-profits, healthcare centers and women's shelters to boost moral, encourage and motivate. All supplies and unusable flowers will be recycled and or composted.

JOB SUMMARY

We are looking for an Administrative and Systems Coordinator who can provide support to our non-profit brand by linking the foundation to it's departments, partners, vendors, staff members and community. The Administrative and Systems Coordinator will be responsible for implementing administrative systems, procedures, monitoring partners requests, overseeing donations and deliveries while keeping foundation directors informed. It will also be required to review and respond to incoming requests and answer any questions on behalf of the foundation. This is an unpaid volunteer position with a minimum commitment of 6 months.

RESPONSIBILITIES & DUTIES

- Work with the foundation directors to develop systems, roles, processes and procedures to achieve the foundation's outreach goals
- Event planning and event management will be required from time to time
- Monitor the foundation's email account and respond to all inquiries
- Create systems for accepting donations, organizing volunteers and repurposing of flowers as well as the delivery schedule for the Flower Messenger
- Work on monthly administration goals with foundation directors to ensure foundation's outreach goals are on target to be achieved
- Commitment is 10 hours/weekly and/or 40 hours a month

QUALIFICATIONS & SKILLS REQUIRED

- Focus in Business Administration, Business Development, Marketing, Communications or related field
- Prior experience in office management, business development, creative writing, public speaking and project management
- Extremely organized and structured and detail oriented
- Results driven
- Strong strengths and skill set in multi-tasking and problem solving
- Effective Interpersonal and communication skills
- Independent worker
- Passion for helping others and doing good

Hours: Commitment is 1- 3 hours/weekly

Compensation: Un-Paid Position

To apply please send resume to franziesflowerfriends@gmail.com.

As of 9/2018