



ADMINISTRATIVE ASSISTANT

Remote Part-time position in Arizona (Phoenix, AZ)

About Growth Partners Arizona (GPAz)

Growth Partners Arizona is a vibrant Community Development Financial Institution (CDFI) committed to enhancing economic development. We achieve this by offering financial assistance and valuable resources to local nonprofits and small businesses. Our mission is to empower entrepreneurs and communities, ensuring they have the tools and support necessary to flourish. As part of our dedicated team, you'll contribute to the fulfillment of these objectives, making a tangible difference in the communities we serve.

Position Overview

We are seeking a Part-time Administrative Assistant to provide comprehensive support to the Executive Director at Growth Partners Arizona. This role is pivotal in managing the administrative duties essential for the smooth operation of our organization. The ideal candidate will be highly organized, efficient, and capable of handling a variety of tasks with professionalism and discretion.

Key Responsibilities

Administrative Support: Provide comprehensive administrative support to the Executive Director, including managing calendars, scheduling meetings, handling correspondence, and overseeing daily office operations to ensure organizational efficiency.

Communication Coordination: Serve as a point of contact for internal and external stakeholders, ensuring clear and effective communication between the Executive Director and other parties.

Data Automation & Document Management: Oversee and manage the administrative aspects of our data automation processes, ensuring data accuracy, integrity, and efficiency. Organize and maintain accurate and confidential records and files, ensuring accessibility, compliance with policies.

Financial Assistance: Assist with financial operations by processing invoices, reconciling expense reports, tracking budgets, maintaining accurate financial records, and collaborating with the finance team to ensure timely and accurate reporting.

Board of Directors Support: Coordinate and support the Board of Directors activities by scheduling meetings, preparing and distributing materials, managing follow-up tasks, and facilitating communication.

Required Skills and Qualifications

Previous experience in an administrative role, especially within a nonprofit or financial institution, is highly desirable.

Excellent organizational and time management skills.

Strong communication and interpersonal abilities.

Proficiency in MS Office, Monday.com, Zoho Expenses, and other office management tools.

Ability to work independently and as part of a team.

Discretion and confidentiality are paramount.

A passion for community development and economic empowerment is essential, as is a commitment to the values and mission of Growth Partners Arizona.

Work Schedule



This part-time position offers a flexible schedule, designed to complement the Executive Director's needs and organizational requirements. Specific hours and days will be discussed during the interview process.

This is a remote position but may require an in-person meeting with the Executive Director 1-2 times per month.

Compensation & Benefits:

Hourly pay of **\$19 - \$25 per hour**, based on experience | 20 hours per week

Application Process:

If you are a dedicated individual with a passion for community development, possess the necessary qualifications, and are excited about contributing to the growth of local businesses, we encourage you to apply.

Growth Partners Arizona is committed to creating a more inclusive economy and is proud to be an equal opportunity employer. We encourage applicants from all backgrounds to apply.

Apply by January 31, 2025, for full consideration. The position will remain open until it is filled.