

Administrative Assistant

Santa Monica Mountains Fire Safe Council (SMMFSC)

Location: Remote / Hybrid (Santa Monica Mountains region, CA)

Position Type: Contractual Part-time (potential to increase hours depending on funding/organization needs)

Reports To: Executive Director

About the Organization

The Santa Monica Mountains Fire Safe Council (SMMFSC) is a nonprofit organization whose mission is to promote wildfire safety and community resilience in the communities of the Santa Monica Mountains through education, technical support, subject matter expertise, and community driven action plans across 134,000+ acres and 20,000 structures in the Santa Monica Mountains region. We support wildfire preparedness, Firewise USA® communities, and develop public education programs that foster resilience and collaboration among residents, agencies, and partners.

Position Summary

The Administrative Assistant provides essential operational and administrative support to ensure the smooth functioning of SMMFSC's programs, communications, and day-to-day activities. This role is ideal for a highly organized, detail-oriented individual who enjoys supporting mission-driven work and contributing to wildfire safety and community resilience.

Daily Operations

- Checking and responding to general emails
- General reminders (e.g., mileage, timesheets)
- Filing and maintaining organized physical and digital records
- Inventory management (office supplies, materials, forms, etc.)
- Ordering supplies and managing purchases

Meeting & Staff Support

- Preparing materials for meetings (agendas, handouts, presentation materials)
 - Taking and distributing meeting minutes (general, finance, board, etc.)
 - Scheduling and calendaring internal meetings
 - Support with general day-to-day operations and coordination
 - General administrative support for staff and program teams
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Program & Project Support

- Printing/ordering of flyers and promotional materials
- Light research tasks as needed for projects or funding
- Setting up and managing donor databases
- Keeping track of contractual invoices, emails and paperwork

Grant Management

- Assisting with reports to funders and grants
- Submitting invoices to grantors
- Writing and submitting quarterly grant reports
- Work with accountant to ensure proper grant financial management
- Supporting preparation of grant applications
- Proofreading reports, letters, and written materials

Finance & HR Support

- Helping with payroll-related tasks (e.g., timesheet reminders, data entry)
- Attending and supporting finance meetings (note-taking, prep materials)
- Support with financial documentation and organization
- Assisting with donation acknowledgment letters and donor records
- Managing donor database updates (e.g., contact info, donation history)

Board & Policy Support

- Supporting the Board of Directors (agendas, logistics, materials)
- Assisting with policy and procedures documentation updates
- Organizing and maintaining official documents (e.g., bylaws, meeting records)

Communications & Outreach

- Supporting communication efforts (emails, mailers, newsletters as assigned)
- Light website or social media updates (as assigned)
- Coordinating or supporting event logistics (registrations, RSVPs, materials)

Qualifications

Required:

- Strong organizational skills with attention to detail.
 - Excellent written and verbal communication skills.
 - Proficiency with Google Workspace (Docs, Sheets, Drive, Calendar) and Microsoft Office.
 - Ability to manage multiple priorities and deadlines independently.
 - Commitment to SMMFSC's mission and community-focused values.
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Preferred:

- Experience in nonprofit administration, community programs, or local government.
 - Familiarity with bookkeeping, invoicing, or grant reporting.
 - Knowledge of wildfire preparedness, environmental programs, or community resilience work.
 - Basic skills in website editing (e.g., WordPress, Squarespace) and/or social media management.
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Compensation & Benefits

- **Hourly rate:** \$27–\$31/hour (commensurate with experience)
 - **Schedule:** 10-20 hours per week (potential for growth)
 - **Location:** Primarily remote with occasional in-person meetings or events in the Santa Monica Mountains region.
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To Apply

Please submit the following to danielle@smmfsc.org:

- Resume
- Brief cover letter describing your interest in the role and alignment with SMMFSC's mission

Applications will be reviewed on a rolling basis until the position is filled. The deadline to submit is November 24th at 10am. Interviews will be conducted virtually the first week of December.