



REQUEST FOR PROPOSALS: ADMINISTRATIVE ASSISTANT

PURPOSE: GREENWHEATON INC, A MARYLAND NON-PROFIT DEDICATED TO PROMOTING WHEATON MARYLAND AS A MODEL SUSTAINABLE COMMUNITY, IS SEEKING APPLICATIONS FOR AN ADMINISTRATIVE ASSISTANT FOR APPROXIMATELY 20-40 HOURS PER MONTH. THIS POSITION IS OPEN TO ALL.

- 1) **Duties** would include (but are not limited to):
 - a) Contacting and providing information to the media for events and/or programs
 - b) Answering email and routing to proper personnel
 - c) Composing and mailing Thank you letters to donors and sponsors
 - d) Maintaining and editing membership database
 - e) Compiling reports from website tracking
 - f) Contacting other GreenWheaton service providers or partners to complete projects
 - g) Making inquiries and completing online searches as needed
 - h) Assisting board members and committees in completing their duties
 - i) Attend meetings and events hosted by GreenWheaton
 - j) Assisting with Website and eNewsletter submissions
- 2) Please fill out and sign the attached **application** and provide three (3) **references** related to work included in this RFP. For each reference please include the following:
 - a) Company name and address
 - b) Contract type and/or description of services provided
 - c) Contact name, email and phone number
- 3) **Salary:** \$12 to \$15 per hours.
- 4) **Service Level Guarantee** -- Please answer the following:

What are your processes to ensure acceptable quality?

What metrics will be used to demonstrate appropriate service?
- 5) **RFP coordinator:** All correspondence and questions regarding this RFP must be sent to info@greenwheaton.org . All questions must be submitted in writing. Questions and answers responses will be provided within 3 days of submission.
- 6) **Interview:** Acceptable candidates will be contacted by email or phone to conduct a phone interview by members of the board.
- 7) **Selection and Notification:** Selection will be completed by the board and applicants will be notified via email on that date of the board's decision.