



# WE ARE HIRING

**Type: Part-Time, Contract**

**Hours: 30 hours per month, approx  
7.5 hours weekly**

**Rate: \$20/hr; not to exceed \$600  
per month**

## ADMINISTRATIVE SPECIALIST

### JOB SUMMARY

A Quick Brown Fox, LLC seeks an Administrative Specialist to help ensure effective day-to-day operations. The aim of this role is to support and streamline processes and procedures within the organization.

### IMPORTANT STUFF

- This role is fully remote
- Ideal start date is December 1, 2022
- Please send resume and short video expressing interest in the role to:

[ayesha@quickbrownfox.com](mailto:ayesha@quickbrownfox.com)

### JOB DESCRIPTION

- Schedule intern team meetings, create team meeting agendas, take meeting minutes, and create calendar invites; update Slack as necessary based on the above items
- Create invoices and draft Press Releases (as needed)
- Support Event and Logistics specialist on the Mini and Micro grant programs:
  - Coordinating travel and rider support
  - Research and information gathering
  - Logistics emails and updates
  - Other administrative items as needed
- Support The Black Foxes with coordinating schedules, meeting notes, research and the event calendar



## ABOUT COMPANY

A Quick Brown Fox works to build space and create opportunities for Black People, Indigenous people, and people of color to thrive in cycling and in the outdoors.

[www.quickbrownfox.com](http://www.quickbrownfox.com)