

Administrative Assistant (part-time)

About Us

Small Places is a 501c3 that develops farms to upend systemic inequalities in health at the neighborhood level. Our farms are a part of the fabric of the communities we exist in, providing convenient, affordable access to high quality foods and a safe and welcoming space for our neighbors.

Our first farm, *Finca Tres Robles* (Spanish for “3 Oaks Farm”), located just 3 miles east of downtown in the historic 2nd Ward is one of the only urban farms in Houston’s urban core and grows seasonal fruits, vegetables and herbs on 1.5 acres. Using intensive growing methods and following organic practices, our farm is one of the only sources of sustainable, fresh, and local produce on Houston’s East Side. As a community-driven farm uniquely striving to keep 100% of our produce within 3 miles of the farm, we have developed community outlets and relationships distributing our produce through a 9 month CSA, an onsite farm store, and subsidized distributions directly to community partners and neighbors. As a community space, we also host regular community events and educational opportunities such as field trips and classes.

Our Community Farm is an unduplicated amenity in our community providing a unique space for neighborhood residents, friends, and visitors to connect with their food, their place, and each other. Having signed a historic 40-year lease on 1.5 acres in partnership with Harris County, our new Community Farm, Pavilion, and Education Center are critical to our work to build a healthier, more resilient neighborhood.

To read more about our mission and our work, please visit smallplaces.org

Job Description:

Small Places is seeking a dynamic and experienced Administrative Assistant to support our leadership team in their day-to-day operations at our urban farm location, *Finca Tres Robles*. The Administrative Assistant plays a key role in supporting organizational growth by strengthening internal systems and external relationships. This position provides high-level administrative support to the Executive Director and Development Manager, with a strong focus on donor engagement, scheduling, and management of our Neon CRM system. As our network of supporters grows, this role ensures timely, thoughtful communication and helps maintain meaningful connections with recurring and prospective donors.

Responsibilities:

As our Administrative Assistant, your responsibilities will include but not limited to:

Executive & Administrative Support

- Manage and coordinate calendars for the Executive Director and Development Manager
- Schedule meetings, site visits, and donor engagements
- Prepare meeting materials, agendas, and follow-up notes
- Support general administrative needs and organizational coordination

Donor Relations & Communications

- Assist in maintaining relationships with recurring and new donors through timely communication with Development Manager
- Draft and send donor acknowledgments, thank-you messages, and follow-ups
- Track donor interactions and help ensure consistent engagement
- Support planning and coordination of donor visits and events

CRM & Data Management

- Maintain and update donor records in our Neon CRM system
- Ensure accuracy and organization of contact information, giving history, and engagement notes
- Generate basic reports to support development strategy and outreach
- Support gift tracking and acknowledgment processes

Qualifications and Experience – preferences:

- 1-2 year of experience in administrative roles
- Systems-oriented, relationship-driven and community-minded
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Experience with Google Drive and Microsoft Office
- Ability to manage multiple priorities and meet deadlines
- Discretion and integrity in handling sensitive information
- Proactive and adaptable in a growing organization
- Experience with CRM systems + Quickbooks Online - preferred
- Possess sound judgment, a level-head, and a fair mind, especially under pressure.
- Able to self-direct and carry out tasks independently.
- Well organized with attention to detail and proven ability to multi-task.
- Ability to meet deadlines.
- Interest in food access and/or community-based initiatives
- Bi-lingual (English and Spanish) - preferred

Schedule and Pay:

- This is a part-time role, ~10-15 hours/week
- \$17-20/hr – based on previous experience

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

To apply, please send resume and cover letter to tgarciaprats@smallplaces.org with “Administrative Assistant” as the subject.