

Brave Nature Collaborative

Call for Virtual Assistant (As needed)

Brave Nature Collaborative (BNC) is an outdoor education nonprofit in the Greater New Haven, Connecticut area, practicing children's liberation. We're building a liberated learning ecosystem rooted in reciprocity, play, and radical care for children, families, and the land we share.

About the Role

We're seeking an organized, detail-oriented virtual assistant to help us manage the operational rhythms that support our programs and community. This is a part-time remote position (3–5 hours/week to start) ideal for someone who thrives on keeping systems running smoothly and loves working with mission-driven organizations.

What You'll Do

Operations & Systems

- Organize digital files, documents, and shared resources
- Track program data, attendance, and basic reporting
- Support grant calendar, administration and recordkeeping

Administrative Support

- **Manage email inbox and correspondence**
- Schedule and coordinate meetings, events, and program logistics
- Maintain calendars, task lists, and project tracking systems
- **Handle registration, enrollment, and family communications**

Communications

- Coordinate with team members on deadlines and deliverables
- Support outreach and partnership coordination
- **Support social media management**

What We're Looking For

- **Experience:** 1–2+ years in administrative support, operations, or office management (nonprofit experience a plus)
- **Tech comfort:** Proficiency with Google Workspace, project management tools (such as Trello), and willingness to learn new platforms
- **Communication skills:** Clear, warm human-written communication; comfortable interacting with families and partners
- **Work style:** Self-directed, proactive, detail-oriented, and able to manage multiple priorities
- **Values alignment:** Commitment to anti-racism, consent-based practice, and ecological reciprocity
- **Bonus:** Experience in education/childcare settings

What We Offer

- **Compensation:** \$17-19/hour depending on experience
- **Schedule:** Flexible, remote, 3-5 hours/week to start (timing negotiable)
- **Culture:** Collaborative, low-ego team that values rest, reciprocity, and sustainable work rhythms
- **Growth:** Opportunity to shape systems from the ground up in a growing organization, with potential to expand scope toward communications/social media or grant writing based on interests and strengths

Time Commitment

3-5 hours per week to start, fully remote. Work can be done asynchronously with weekly check-ins. Preference for candidates in Connecticut or EST/nearby time zones for scheduling ease, but not required.

How to Apply

Send a brief email to bravenatureschool@gmail.com with:

- A brief note about why you're interested and what makes you a good fit
- Your resume or a summary of relevant experience
- Your hourly rate expectations and availability

Applications reviewed on a rolling basis. Position open until filled.

Brave Nature Collab is committed to building an inclusive team that reflects the diversity of the communities we serve. We encourage applications from BIPOC, LGBTQ+, and individuals from historically marginalized communities.