

Administrative Assistant – Part-time

Seeking team-oriented individual for position in Apalachicola to support management and daily operations. Hours: 12 to 4 pm. M-F. Minimum 2-4 years administrative and clerical experience required. Requires strong written and verbal skills, attention to detail and ability to multi-task. PC skills (i.e. Word and Excel). Apply via email with cover note & resume to Riverkeeper@ApalachicolaRiverkeeper.org. No phone calls please.

Administrative Assistant - Position Description

The Administrative Assistant is hired by and reports to the Deputy Director. Major responsibilities include:

- Answering main phone line, checking and responding to office email account
- Forwarding email to appropriate staff
- Communicating effectively via phone, email and written correspondence
- Interfacing with community walk-in visitors to office; nurturing good relations with members and community
- Assisting Riverkeeper and Deputy Director with day-to-day office operations
- Proofreading and editing office correspondence, newsletters, appeals, etc.
- Assisting with membership database: Data entry, setting up acknowledgement letters, running reports as needed.
- Conducting inventory of office supplies and merchandise; reorder as needed.
- Verifying invoices and orders
- Picking up mail and making bank deposits
- Maintaining the filing of documents and records
- Providing backup for administrative staff and performing other duties as assigned.
- Using Microsoft Office Suite, Excel and various Internet-based programs and technology in day- to day operations