



Wood Pawcatuck Watershed Association

Part-Time Administrative Assistant Job Description (2012)

Salary Range: \$12.50-\$16.50/hr Minimum per Week: 15hrs - Maximum per Week: 30hrs

Participation in Health Insurance Program may be available

The primary responsibilities of the Administrative Assistant are to see that Member/Donor relations are upheld and that timely correspondences are kept up in an effort to solidify existing relationships as well as recruit new members. Administrative Assistant also works directly with WPGA's Program Director to help offset responsibilities and assist with event planning and execution. WPGA Executive Director (and Bookkeeper) rely on the Administrative Assistant to be the primary processor of monies flowing into the Association. The main functions of Administrative Assistant on a day to day basis are:

- Maintain Member/Donor relations and records
- Manage cash and online payment systems
- Public Outreach
- General office administration
- Website management

Specific duties of the Administrative Assistant include:

1. Maintain (manage, organize, update) and develop computerized Member/Donor and Prospects Databases; implement funds solicitations through Prospect/Renewal/Appeal Member Drives; bulk mailings, when appropriate, which adhere to the current USPS standards.
2. Manage cash and payment systems in accordance with WPGA procedures and policies. Create deposit records on regular basis. Maintain proper operations of Check Deposit Scanner.
3. Update and develop website features according to special projects, relevant news, recreational programs and merchandise. Plan and implement online shop merchandising, advertising and promotional strategy and activities; related marketing, press releases, and graphics requirements. Manage and distribute sales with customer service as the highest priority.
4. Communicate internally and externally to assist and enable organizational operations. External communications include form letters, hand written post, email and telephone correspondence. Internally answers telephone and provides information/assistance or routes caller to appropriate staff member or takes messages and delivers to appropriate individual.
5. Conduct variety of general office administrative tasks including but not limited to: Newsletter development, manage, maintain and report as necessary all merchandise and non-merchandise stock; open and distribute mail, manage upkeep and condition of office equipment and utilize IT support when necessary; provide routine maintenance of public information tables and kiosk.
6. Carry out assigned programs from planning phase to implementation; send press release and event submission to outside sources in a timely fashion, coordinate logistics and volunteers (when needed) and solicit donations for events, projects, and recreational and educational programs when needed. Use of company vehicle at times when delivery requirements exist and when programs are off-site.
7. Conduct field work associated with scientific studies as needed; Water quality monitoring, macroinvertebrate sampling and fish and aquatic habitat assessment. Data collection and findings reports to be submitted to Program Director upon request.

Candidate requirements A bachelor's degree is preferred with some evidence of 'water-based' academic work or work experience in water resources management, and/or some combination of environmental management and community planning. Strong written and verbal communication skills are required, with an emphasis on a clear understanding of technical and research issues. Typing and knowledge of Microsoft Office software a plus. Valid driver's license required. Reports to senior executive staff and board of trustees.