

## Position Description: Administrative Assistant

# CLEAN RIVER PARTNERS

Reports To: Executive Director  
Supervises: N/A  
Status: Non-exempt, part-time hourly, 20 hours per week  
Salary: \$15-\$18/hour (no additional benefits provided)  
Ideal Start Date: January 1 or as soon as a qualified candidate is available

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### OVERVIEW

This position will assist the organization with day-to-day operations. This new position will have flexible hours in a supportive and team-oriented small office environment. The Administrative Assistant must be task-oriented, comfortable working independently, and possess strong written and verbal communication, administrative, and organization skills.

### ESSENTIAL RESPONSIBILITIES

- Provide general administrative support to the organization overall
- Handle multiple projects and prioritize as needed
- Bring fresh, creative ideas and carry them out with minimal supervision
- Manage organization-wide scheduling and helping everyone stay on top of deadlines
- Office maintenance: inventory and order supplies, organize files and documents, etc.
- Scout, apply, and manage current and potential new grant opportunities and timelines
- Preparation and distribution of Board of Directors meeting materials
- Communicate with and coordinate volunteers regarding opportunities to assist organization
- Send membership renewal notices to members then record, process, and acknowledge donations
- Process bulk mailings, manage incoming and outgoing daily/weekly mail, coordinate newsletter and annual report mailings
- Assist Executive Director and Community Engagement Coordinator with fundraising activities, such as setting appointments with donors, tracking fundraising appeal income, etc.
- Data entry into fundraising database; record, process, and acknowledge membership renewals and gifts
- Additional duties and responsibilities, as assigned by the Executive Director

### EDUCATION, KNOWLEDGE & SKILLS

#### Required

- Strong interpersonal skills and ability to work collaboratively. Excellent written and verbal communication skills and/or proofreading experience
- Attention to detail, able to handle multiple projects and prioritize appropriately
- Strong organizational skills. Ability to multi-task, prioritize work, and meet deadlines. Flexible, and motivated with a positive attitude!
- Works well in a team work environment and can stay on task when working independently
- Minimum two years of relevant experience
- Proficiency with spreadsheets, databases, word processing, and Microsoft Office applications
- A valid driver's license and access to a motor vehicle
- Be fully vaccinated against COVID

**Preferred**

- Knowledge/experience with Cannon River Watershed region and communities
- Experience in a nonprofit work environment
- Interest in and commitment to the mission and values of Clean River Partners
- Bachelors or associates degree
- Proven grant-writing and copy-editing experience
- Demonstrated skills in the use of Vertical Response or other email newsletter publishing tool
- Experience in using Google Analytics, QuickBooks, and/or website maintenance software
- Knowledge/experience with support of fundraising activities such as mailing campaigns
- Event organizing (or assisting) experience
- Experience in volunteer coordination
- Official minutes/note-taking experience
- Project management experience

**WORKING ENVIRONMENT**

Work is primarily sedentary, although there is some moving, travel, and carrying of lightweight items such as notebooks and work papers. There may be occasional need to lift items up to 50 pounds. Most work is performed in an office building and in an adequately lighted and climate controlled space. Currently the office space is behind a clinic who has patients coming and going all day long. With many staff working a hybrid schedule, this person will share an office/desk space with a coworker, but will need to coordinate to schedule workspace use. Occasional travel as well as occasional evening and weekend meetings will be part of the job.

**Hours of Work**

This position is a part-time, hourly, non-exempt position. We anticipate the hours to be 20 hours a week with schedule being negotiable sometime during Clean River Partners' normal business hours of 8:30 AM – 5:00 PM Monday-Friday. Working from home will be an option on occasion.

**TO APPLY**

Send a resume, cover letter, and the names and contact information of three professional references to Kristi Pursell at [kristi@cleanriverpartners.org](mailto:kristi@cleanriverpartners.org) Review of applicants will begin December 15, 2021 and continue until the position is filled. Clean River Partners is an equal opportunity employer.