
TITLE:	Administrative Assistant
DEPARTMENT:	Administration
REPORTS TO:	Senior Manager of Finance and Operations
SUPERVISES:	N/A
CLASSIFICATION:	Part-Time (30 hours/week in a set schedule), Non-Exempt
ANNOUNCEMENT DATE:	Friday, March 2 nd , 2018
CLOSE DATE:	Sunday, March 25 th , 2018
PREFERRED START DATE:	Immediate

POSITION SUMMARY:

The **Administrative Assistant** will work with Buffalo Niagara Waterkeeper's Administrative Team and will perform administrative and operational support activities that contribute to Waterkeeper's mission to protect and restore our water and surrounding ecosystems for the benefit of current and future generations. The right candidate will demonstrate a solid work ethic, exceptional customer service skills, and a methodical troubleshooting process.

Roles and responsibilities include serving as primary receptionist and maintaining a neat, functional and organized office space that portrays a professional appearance and a positive first impression to visitors and vendors. Additional duties include attending and assisting with monthly Board of Directors meetings, monthly staff meetings, volunteer management, and other duties as assigned. Candidates must be confident, highly organized and have the ability to multi-task in a fast-paced, changing environment.

PRIMARY RESPONSIBILITIES:

- Serve as the primary receptionist (answer and direct incoming calls; greet, direct and assist visitors and members of the public; process point of sale transactions)
- Ensure that the office common areas and supplies are stocked, organized and clean, and identify and implement possible improvements to the facility
- Organize and maintain administrative hard copy filing system
- Sort and distribute incoming office mail and email
- Schedule and coordinate meetings, appointments and travel arrangements for team members when needed
- Facilitate monthly Board of Director and Staff meetings by scheduling, preparing, distributing and displaying meeting materials and minutes, and performing follow-up as required
- Supporting the organization in planning and coordinating staff outings and public events as needed
- Oversee the work of in-office Administrative Volunteers
- Run errands outside of the office and perform miscellaneous job-related duties as assigned

ENVIRONMENT AND WORKING CONDITIONS:

The majority of the work time is conducted in an office setting, with occasional events taking place out of the offices. Some flexibility in schedule is required; occasional work in the evening and weekends for meetings or event participation may be requested.

QUALIFICATION REQUIREMENTS:

- High School or equivalent required, Associate's and/or Bachelor's degree preferred
- Prior receptionist and/or administrative experience a plus.
- Must be customer-service oriented and able to represent the organization in a professional manner at all times
- Excellent verbal and written communication skills.
- Ability to work in a cross-functional team environment.
- Must be self-directed and able to work independently.
- Ability to remain flexible and positive with dynamic priorities, deadlines and tasks.
- Must own a reliable automobile and have a valid NYS Driver's license.

TECHNOLOGY REQUIREMENTS:

- Proficient in Microsoft Office products, especially Excel (must be capable of producing and analyzing in-depth spreadsheets in Excel on a daily basis).
- Knowledge of online email and calendar systems preferred, Microsoft Office 365 specifically a plus.
- Comfortable printing, scanning, copying, faxing and using other office system devices.
- Comfortable using a basic switchboard system.

PHYSICAL AND MENTAL REQUIREMENTS:

- Demonstrate the ability to maintain a high energy level, positive attitude and be comfortable managing many multi-faceted tasks in conjunction with day-to-day activities.
- Regularly required to speak clearly, write effectively and act as an engaged listener.
- Must be able to occasionally lift and carry 30 lbs.

COMPENSATION:

Hourly compensation range is \$14-\$16 per hour commensurate with experience. A robust benefits package is included with this position and the details of this package will be discussed with the final candidates.

Buffalo Niagara Waterkeeper is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, color, gender, sexual orientation, age, non-disqualifying physical or mental disability, or any other basis covered by law. Employment decisions are based solely on qualifications and business need.



METHODS OF APPLYING:

No phone calls, please. Apply by mailing or emailing a cover letter, resume, and other relevant materials. **Please include the position title in the subject line of the email or the cover letter, if mailed.**

Monica Lippens, Senior Administrative Coordinator
Buffalo Niagara Waterkeeper
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mlippens@bnwaterkeeper.org

Application Deadline: Sunday, March 25th, 2018