

# ***Stewards of the Coast and Redwoods***

## **Administrative Assistant Job Description**

*(30-40 hours per week depending on funding, weekend days required for special events)*

**Supervisor:** Stewards Administrative Director– also requires working closely with Stewards Executive Director and Volunteer Programs Manager on some projects.

**Office Location:** Armstrong Redwoods State Natural Reserve

### **Database Management (CRM – Customer Relationship Management)**

Maintain information in our CRM with accuracy. Generate reports from donor and volunteer data, mailing labels and use data to mail merge.

### **Online Systems**

Monitor and assist customers with online reservation system for campground reservations and event signups. Manage and track online payments. Monitor and engage with customers via iChat.

### **Bulk Mailing**

Oversee bulk mailings, ensuring that all bulk mailing practices are adhered to, securing supplies needed, and preparing the post office mailing form. Arrange transport to the post office.

### **Scheduling**

Assist with online fundraising auctions. Maintain and generate a monthly schedule for our Forest to the Sea Nature Store (F2S).

### **Publicity and Marketing**

Update and create new PR and interpretive materials using desktop publishing programs including Adobe InDesign, Photoshop, and Illustrator, including flyers and posters. Assist Marketing Committee with the distribution and posting of printed PR and Marketing materials at various community and tourist locations throughout Sonoma County.

### **Newsletters**

Prepare weekly e-newsletters and quarterly newsletters using online programs and InDesign.

### **Website/Social Media**

Update the organization website with new content to keep it fresh, engaging and easy for customers to navigate. Advise website design consultants regarding design changes or upgrades. Actively post photos/videos/text on social media sites (FB, Twitter, Instagram and other online sites) and keep current with new social media practices including ways to fundraise online.

### **Special Events/Fundraising**

Work with Administrative staff to oversee aspects of special event planning including permits, logistics and ticket sales. Take the lead of some fundraising activities including online auctions. Assist ED and board with major donor management and activities.

### **Other office duties**

Including but not limited to training admin staff, handling phones, emails, filing, office organization, cleaning, and bulk mailings.

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**Qualifications:** BA degree, nonprofit experience and prior office administrative experience preferred; proficient with Adobe Programs: InDesign, Photoshop, Illustrator, Microsoft Word, MS Excel, experience with database management software; must be organized, accurate, be able to multi-task, pay attention to details, and possess good interpersonal skills. Periodic lifting up of 60 lbs is required. Must have a valid drivers license, insurance and a good driving record.

**Wages:** \$14.50 per hour to start, with a 90-day introductory period. Salary range (\$14.50 - \$18 per hour) Stewards has an At Will Policy. Medical stipends provided after 90 days with proof of insurance and 403b plan available for employee contributions.

*Stewards of the Coast and Redwoods is an equal opportunity employer.*