



We enthusiastically inform and engage our community to conserve our regional estuarine ecosystem
Open Position Announcement – 12/22/2020 - CLOSES 01/23/2021

Position: Office Administrator (Administrator)
FLSA Status: Part-time, Non-exempt
Hours: Monday – Friday, 20 hours/week
Pay: \$18 - \$25/hour DOE, plus 40 hours/year paid leave/vacation and holidays.
Location: Mount Vernon, WA (Bay View)
Reports to: Foundation Board President

The Padilla Bay Foundation (a non-profit) supports the Padilla Bay National Estuarine Research Reserve (“Reserve”) programs by acquiring valuable supplemental resources from our members, communities, and grants. We are committed to diversity in our staffing and Board membership.

The Administrator is responsible for the day to day operations of the Foundation, is its most visible public face, and primarily performs the duties listed below, largely on her/his own initiative:

- **Constituent Management:** Maintain and update the membership database, send out membership renewal reminders, acknowledge and thank members and donors.
- **Financial/Clerical:** Work with the Foundation Treasurer and Bookkeeper to maintain accurate financial records and practices, manage funds collected during events or from other sources, and perform standard office duties (answering emails, mail, and calls; filing and records management)
- **Fundraising:** Support fundraising through “asking-thanking-reporting” functions, seek out new funding opportunities, and help raise funds with other Foundation board members and Reserve staff.
- **Communications/Publicity:** Create and edit print, electronic, and social media communications, and regularly update Foundation electronic information including website. Work with local media to post public notices and increase visibility of Foundation work.
- **Other Support Duties:** Including **Fundraising Events** (work with task teams to coordinate details, manage timelines, and serve as primary contact for vendors and suppliers.) and work with the Board leadership to prepare **Board meeting agendas, minutes**, reports, and committee materials. The Administrator is also responsible for inventory and financial management for the **Foundation Gift Shop** at the Reserve.

The successful applicant will have excellent written and verbal communication skills, along with exacting organizational skills to maintain hard copy and electronic records, inventories, and grant information. The applicant should be experienced on a variety of computer platforms, with extensive knowledge of Windows and MS Office suite. The Administrator is a team player and an effective collaborator, but also must possess strong initiative to improve the Foundation’s operations and be able to work effectively with little direct supervision. Multi-lingual ability a plus.

The standard workplace is at the Reserve in Bay View. *During the coronavirus pandemic, substantial telework is anticipated for this position. Upon approval to resume normal operations, continuation of work activities at the primary worksite is expected.* The standard work week is 20 hours weekly, Monday through Friday, but also includes monthly evening Board meetings, and attendance at Foundation events and fundraisers.

Resume and cover letter to foundationatpadillabay@gmail.com Subject: Office Administrator
(Full job description available on request.)

