



NATIONAL MARINE L I F E CENTER

Caring for Stranded Marine Animals

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Job Description

Title: Office Assistant
Reports to: President/Executive Director
Status: Part-time, 16-24 hours/week
FLSA Status: Non-exempt

Summary:

Working for the President/Executive Director, this position is responsible for assisting with all financial and administrative tasks of the National Marine Life Center (NMLC) front office.

Responsibilities:

- Assist accountant with bookkeeping (Quickbooks), Accounts Receivable, and Accounts Payable. Enter deposits and bills, pay bills, and reconcile accounts.
- Enter, edit, and manage donor information in NMLC's donor database (Little Green Light). Prepare, copy, and mail donor acknowledgement letters. Maintain donor records.
- Assist with creating, printing, and mailing or e-mailing publications and board materials (e.g., e-newsletter in Constant Contact, print newsletter, solicitation letters).
- Assist in preparing and tracking grant proposals and budgets.
- Assist with general office duties, including ordering supplies, answering phones and emails, receiving guests, cleaning, handle shipping and mailing.
- Assist with managing office equipment. Maintain up to date company contacts, warranties, service agreements, licenses, etc.
- Help manage building maintenance and repair, and manage maintenance contracts.
- Help organize and participate in fundraising, events, and training (volunteers, interns, and work study students).
- Additional duties as required.

Requirements:

- High school diploma or GED required, college degree preferred.
- Experience using Quickbooks required.
- Experience with contact management systems preferred.
- Proficiency in Microsoft Office Suite, databases, and internet required.
- Experience working with sensitive and/or confidential information required.
- Must demonstrate good communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently.
- Must demonstrate ability to work well with others, including staff, board, volunteers.

- Must possess a valid driver's license.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer. Some crouching, stooping, reaching, and carrying.
- Must be able to lift up to 15 pounds at times.

Organizational Profile:

The National Marine Life Center (NMLC) is an independent, non-profit 501(c)(3) marine animal hospital and science and education center. We rehabilitate and release stranded marine mammals and sea turtles in order to advance science and education in marine wildlife health and conservation.

NMLC is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. It is the policy of NMLC not to discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion, creed, disability, sex and gender, sexual orientation, gender identity and/or expression, military or veteran status, or any other characteristic protected under applicable federal, state or local law.

To Apply:

Send your resume and cover letter to careers@nmlc.org. Position opened until filled, only qualified candidates will be contacted.