

## **Administrative Assistant Job Description and Qualifications**

### **ORGANIZATION SUMMARY:**

Coastal Carolina Riverwatch (CCRW) is a coastal North Carolina nonprofit working to protect the quality of water and quality of life in coastal NC. <https://coastalcarolinariverwatch.org/>

### **POSITION SUMMARY:**

The Administrative Assistant will be responsible for a variety of administrative and other tasks, providing support where needed. This is a part-time position with some opportunity for a flexible schedule. Office location is downtown Morehead City, NC (700 Arendell Street).

### **PRIMARY RESPONSIBILITIES:**

**Administration:** Manage the CCRW contacts database entry and other similar work as assigned. Manage donation processing (entering, letter creation and distribution). Schedule Board and Committee meetings and distribute necessary materials. Responsible for filing and maintaining office documents, working with the CCRW Board Secretary. Responsible for internal contact database administration including data entry tracking. Assist with coding, transaction entry and standard report generation in Quickbooks.

**Programs and Services:** Program support for events and meetings, including: assemble and distribute program/meeting materials, assist with event coordination and wrap up.

Proofreader/Editor (spelling/grammar) for printed outreach. Utilize the Network for Good platform for event registration, membership database management and survey data entry.

**Communication:** Assist with outreach to include: creating content and editing newsletters and social media, responding to email, social media and other written communications, and updating information on CCRW website.

### **EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

A minimum of three years experience working in a corporate or nonprofit environment in an administrative role combined with complementary education is preferred. Applicants should have a passion for CCRW's mission. Strong data entry skills and experience with Network for Good or similar membership/contact database software programs, as well as experience with Quickbooks Online preferred. Successful applicants should be proficient with Google Workspace, Google Sheets, Google Docs, and Google Calendar, as well as be comfortable with navigating the internet, social media and website maintenance, and possess excellent organizational and planning skills.

### **COMPENSATION:**

Starting pay is \$15.00 - \$20.00 per hour, based on experience and qualifications. Anticipated schedule is up to 20 hours per week. Some weekend and evening hours will be required.