



## **Job Announcement**

**Position:** Administrative Assistant

**Location:** Laguna de Santa Rosa Foundation, Santa Rosa, Ca

**Classification:** Non-exempt, Part-Time.

**Hours:** 20 hours per week, year-round.

**Wage Rate:** \$16-\$18, DOE

**Benefit Package:** This position includes paid sick, holiday and vacation days, participation in a 403(b) retirement plan, and employer-sponsored health care including dental and vision.

Working under the supervision of the Administrative Manager, the Administrative Assistant performs a wide range of administrative and support activities for the organization.

## **Key Accountabilities:**

### **General Administrative Support (60%)**

- Assist the Admin. Manager in daily activities including coordination and management of emails, record keeping, document development, filing and other general office duties.
- Assist in the processing of the necessary paperwork to obtain a various site permits.
- Provide administrative support to assure that new members of the Board of Directors receive necessary materials such as the Board Binder, business cards and nametags, etc.
- Assist with some office site management tasks, including opening/closing, limited cleaning/maintenance, copier and phone upkeep, etc.

### **Public Programs Support (20%)**

- Assist in weekly registration duties connected to our public education programs, including managing on-line sign-ups, email notifications, payments, etc.

### **Cash-handling/deposits and Sales Assistance (20%)**

- Processing checks, cash and credit card payments when necessary, including processing incoming mail
- Assisting with bank deposits
- Assisting with our gift shop sales and cash-box management

## **Required Experience & Qualifications:**

- 2 years minimum experience:
  - Administrative Assistance/Secretarial position
  - Computer networks and Microsoft Office software (Word, Excel, Access, and PowerPoint). Experience with Adobe Suite applications (InDesign, Photoshop and Dreamweaver) a plus, but not required.

- Cash-handling, payment processing and familiarity with bank deposits
- Minimum High School Diploma required.
- Exceptional ability to manage time and handle multiple tasks and priorities.
- Flexible and adaptive in response to the changing team needs.
- Strong written and verbal communication skills.
- Ability to handle multiple tasks and deadlines while remaining cool under pressure.
- Ability to work independently as well as in a team environment.
- Interest in studies in a career in the Environmental field a plus, but not required.

**About the Laguna Foundation:**

Founded in 1989, the Laguna Foundation is a place-based organization focused on the Laguna de Santa Rosa, a Wetland of International Importance. We are a 501(c)3 non-profit with the mission to restore and conserve the Laguna de Santa Rosa, and to inspire public appreciation of this Wetland of International Importance.

The Laguna Foundation is a non-profit, non-discriminatory service organization and employer. The Laguna Foundation does not discriminate in the administration of its personnel policies. No aspect of employment within the Laguna Foundation will be influenced by ethnic group identification, color, religion, sex or gender identification, age, national origin, ancestry, veteran status, disability, sexual preference, lifestyle, HIV status, marital status, medical condition, political affiliation, pregnancy, childbirth or any other basis prohibited by statute. Any future employment with the Laguna Foundation will be on an at-will basis.

**How to Apply:**

Interested applicant should submit an email to [jobs@lagunafoundation.org](mailto:jobs@lagunafoundation.org), with a subject heading “Administrative Assistant” and attach your resume, cover letter and a sample of your writing as a PDF or Word document. Applicants without the required documents will not be contacted.

Please include a single sample of your writing.

Please do not submit a photo.

Applications will be accepted until position is filled. **Anticipated start date will be June 26, 2017 or ASAP.** Please, no phone calls. Applicants will be contacted within two weeks of submission and will be notified if they have been selected for an in-person interview.