



STILLWATERS ENVIRONMENTAL CENTER

26059 Barber Cut Off Road NE
Kingston WA 98346
360-297-1226

Stillwaters' mission is to advance scientific research, education, and restoration on Puget Sound lowland streams and estuaries.

We believe that natural communities must be preserved, restored, and connected to protect biological diversity which is essential for the quality of human life.

We value and foster diverse perspectives and partnerships, a passion for the natural world, and the shared mutual respect of our supporters, our board, talented staff, and dedicated volunteers.

**JOB DESCRIPTION – Position Available
February 1, 2018
Administrative Secretary**

Start Date: As soon as available

How to Apply: Send the following to naomi@stillwatersenvironmentalcenter.org

- Resume
- Cover Letter
- Any other pertinent information you choose

Deadline for Applications: February 26

Location of position: at Stillwaters in Kingston, WA

Remuneration:

- \$15-16/hr depending on experience
- 2 weeks paid vacation

Position Overview

This is a 10-15-hour/week position. The weekly schedule can be adjusted to suit the employee's needs, but it will be arranged with the Administrative Director.

The primary responsibility of the Administrative Secretary is to assist the Directors by providing a wide range of support services that encompass most of the organization's administrative tasks. Besides typical office duties, this includes aiding in special events and workshops.

The Administrative Secretary must work with or without supervision, be flexible, make independent decisions as needed, take direction well, and maintain a high level of confidentiality.

Qualities Needed:

- Outstanding work ethic
- Organizational skills
- Strong written and verbal communication skills

- Flexibility
- Ability to prioritize tasks and work independently
- Attention to detail
- Initiative – a self-starter
- Ability to accurately meet deadlines
- Passionate love of nature and a desire to improve the environment

Experience Required:

- Microsoft Office Suite: Publisher, Word, Excel, PowerPoint, Outlook – Intermediate level
- Intermediate Social Media experience (Facebook, Twitter, others)
- Data entry – usually in Excel
- Answering and routing incoming calls, taking messages

Experience Preferred:

- Data base/mail list management program
- Website editing in Weebly
- Graphics and production of flyers and brochures
- WordPerfect
- Volunteer supervision and scheduling
- Publicity in print, online, and other media
- Event planning or volunteering
- Bulk mailing supervision
- Work with Non-Profit organizations, as volunteer or professionally
- Environmental knowledge

Customary Physical Demands (can be negotiated)

- Sit at a desk 3 hours at a time
- Ability to lift and move up to 25 pounds

Primary Duties and Responsibilities

Administrative Support

- Answer and manage incoming calls and "info@" emails
- Manage Mailing lists and databases
- Coordinate and supervise processing of bulk mailings (accomplished with volunteers)
- Office organization
- General office duties such as: Filing, Printing, Copying, Emails
- Post Office/Mail Processing
- Type meeting notes
- Produce and send thank you letters
- Help in creating flyers and brochures
- Additional duties assigned as needed

Communications and Marketing

- Coordination, Supervision and Support of volunteers in office and at events
- Aid in social media content creation & keeping website current
- Write and send press releases
- Provide event support as needed, including planning and volunteer coordination
- Additional duties assigned as needed