



## **AUDUBON CANYON RANCH**

4900 Shoreline Highway One, Stinson Beach, CA 94970

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### **Administrative Assistant**

#### **Description of Position**

The Administrative Assistant at Audubon Canyon Ranch headquarters provides assistance to executive staff. Position responsibilities include accounting, data entry, writing and editing correspondence. This position also provides general support of ACR and preserve activities as well as interaction with ACR volunteers and the public.

#### **Status**

This is a regular, full-time, non-exempt position.

#### **Supervision**

This position is qualified to work independently under the direct supervision of the Administrative Director / Bolinas Lagoon Preserve Manager.

#### **Working Conditions**

This position requires some weekend, holiday, and/or evening work. Some local travel is required.

#### **Physical Requirements**

Ability to work at a computer station for several consecutive hours. Because this position provides assistance with bookstore operations, it requires that the employee be able to stoop, bend, reach, and lift up to 25 lbs. It also requires that the employee be able to climb a stepladder to reach merchandise.

#### **Minimum Qualifications**

- Demonstrated knowledge of general administrative principles, techniques and practices.
- Computer proficiency in Microsoft Office and Excel.
- A valid California driver's license is a condition of initial and continued employment.

#### **Essential Knowledge, Skills & Abilities**

- Good knowledge of commonly accepted office practices and methods including accounting principles, proper grammar and punctuation, and basic math.
- Interact with visitors, students and volunteers in an effective and friendly manner.
- Excellent organizational skills with the ability to manage multiple priorities and independent projects. Possess flexibility, resourcefulness, and the ability to work independently and meet deadlines.
- Strong time management and project management skills.
- Excellent communications skills, both oral and written.
- Type at least 50 wpm accurately.

- Knowledge of computers, word processing software and use of the internet.
- Ability to master new software programs.
- Exercise sound and independent judgment, and show appropriate levels of problem-solving.

### **Specific Responsibilities**

- Provide primary administrative support to the Administrative Director / Preserve Manager and Executive Director.
- Provide additional administrative support to BLP staff, as directed by the Administrative Director, including the Preserve Biologist / Co-director of Education.
- Assist the Administrative Director in the maintenance and organization of files.
- Scheduling for the BLP school program, as directed by the Administrative Director.
- Conduct internet research for office staff.
- Draft and edit correspondence and other written materials.
- Produce mailings as requested from start to finish. This will include manipulating the Raiser's Edge database to produce accurate lists.
- Generate mailing lists and labels for volunteers.
- Data entry and output in Raiser's Edge database.
- Solicit in-kind donations for ACR events.
- Produce annual postcard for Bolinas Lagoon Preserve public season, including coordination of mailing.
- Develop and maintain an ACR photograph library.
- As needed, attend Board of Directors' meetings and provide administrative support i.e., take minutes of the Board of Directors' meetings and other tasks as directed.
- Maintain Board committee lists, conflict of interest statements, board attendance records, and other data as needed, under the guidance and supervision of the Administrative Director.
- Assist Administrative Director in management of the ACR Master Calendar and the scheduling of meetings.
- Assist the Executive Director with his calendar, including scheduling appointments.
- Assist with coordination of BLP work days.
- Enter and review accounts payable and generate checks in Financial Edge, under the guidance and supervision of the Controller.
- Maintain financial records and assist Controller with filing.
- Maintain vendor and account numbers in the accounting system.
- Assume duties of the Receptionist/Office Assistant position as needed.
- Provide assistance to Receptionist/Office Assistant in bookstore during BLP school program and BLP public season.
- Provide back-up telephone coverage.
- Assist with general filing as needed.
- Work on special projects and perform other tasks as assigned.

Salary \$18.00 per hour. Excellent benefits.  
Audubon Canyon Ranch is an Equal Opportunity Employer

Will begin review of resumes July 15, 2009  
Position will remain open until filled

Send resume and references to Yvonne Pierce; yvonne@egret.org or  
4900 Shoreline Highway 1, Stinson Beach, CA 94970