



PO Box 705
Cordova, AK 99574

907.424.5800
pwssc@pwssc.org

www.pwssc.org

2017 PWSSC Employment Opportunity: Administrative Assistant

Summary description

The Administrative Assistant provides general support to PWSSC's mission to advance community resilience and the understanding and sustainable use of ecosystems. This individual reports to the COO and works in close collaboration with the President/CEO, Finance Director, and OSRI Research Program Manager. The Administrative Assistant is responsible for assisting the leadership team on various projects, including those related to the Oil Spill Recovery Institute (OSRI), co-located at and administered by PWSSC. Responsibilities include, but are not limited to: bookkeeping assistance, report writing, logistics planning for meetings and conferences, web site maintenance, Board of Directors support, transcription of minutes, event advertising and registration, maintaining equipment and databases, and completing general office management tasks. The Administrative Assistant greets and directs visitors at the Science Center and may have the opportunity to assist other staff on diverse projects as permitted by the President. This is a great opportunity to learn about and assist with non-profit management in an organization focused on improving understanding of ecosystems and the resilience of rural Alaskan communities that depend on them.

Responsibilities

- Assist with minutes, recordkeeping, logistics, meeting preparation and travel related to Board of Directors' meetings, workshops, and special events.
- Serve as bookkeeping assistant with weekly accounts payable, billing and filing duties, as well as occasional payroll, year-end close out, and audit preparation.
- Greet and guide visitors and fulfill coordination and hospitality duties during special receptions, board meetings, staff celebrations, staff meetings, and/or workshops.
- Make travel arrangements for staff and Board members as well as collaborators in various research and education programs.
- Assist the President and OSRI Research Program Manager in setting up meetings for major research programs.
- Assist the President and OSRI Research Program Manager with all aspects of report generation.
- Coordinate the community lecture series by recruiting speakers, recording presentations, and assisting speakers.
- Lead mailing duties.
- Manage and program telephone system.
- Coordinate facilities maintenance and vehicle maintenance.
- Maintain the common areas in a neat, professional manner.
- Conduct basic web site maintenance.
- Work with the Development and Education departments to maintain mailing and donor databases (DonorPerfect), work on membership projects and assist with special event preparation and registration.
- Miscellaneous duties include: proofreading, maintaining inventory, ordering office supplies, watering plants, recycling, maintaining an inventory of promotional items, conducting merchandise sales.



PO Box 705
Cordova, AK 99574

907.424.5800
pwssc@pwssc.org

www.pwssc.org

Qualifications

Education

Minimum: High school graduate or G.E.D. required. College degree or some higher education preferred.

Required skills, qualities and practices

- Demonstrated knowledge of Microsoft Office tools including Word, Excel and PowerPoint
- Attention to accuracy and detail, especially as it pertains to bookkeeping skills.
- Demonstrated ability to take on complex tasks and operate independently
- Excellent communication and interpersonal skills
- Excellent organizational skills
- Able to work under pressure while prioritizing, meeting competing deadlines, and advancing a variety of projects simultaneously
- Skilled at communicating politely and effectively with a wide variety of people at various levels both within and external to the organization
- Take the initiative to begin or assist with additional tasks as time allows
- Apply problem-solving approach to challenges
- Expected to learn basic Word Press web publication skills if not already familiar
- Cooperative spirit oriented towards teamwork and co-creating a positive work atmosphere
- Flexibility

Additional qualifications

Must possess a valid driver's license and be able to carry a 40-pound package up and down a flight of stairs.

Hours, Wages and benefits

This full-time position requires a commitment of approximately 40 hours per week. Willing to consider part-time for the right candidate. The starting wage is \$15.50-17.50 per hour, dependent on experience. Benefits include paid time off, holidays, medical and dental coverage, and the option to invest in a retirement fund with a vested employer matching schedule.

Starting date

As soon as possible. The position is open until filled.

TO APPLY: Submit a cover letter explaining how our mission resonates with you and why you are well-suited for this position, a resume, and a list of three references via email to W. Scott Pegau (wspegau@pwssc.org), using the Subject: Administrative Assistant. Candidates that are not U.S. citizens or permanent residents must satisfy U.S. employment requirements. Must work on-site in Cordova, Alaska.

The Prince William Sound Science Center is an Equal Opportunity Employer. Employment at PWSSC is at-will.