



PO Box 705  
Cordova, AK 99574

907.424.5800  
pwssc@pwssc.org

[pwssc.org](http://pwssc.org)

## **PWSSC Position Announcement: Administrative Assistant**

### **Summary description**

The Administrative Assistant provides general support to Prince William Sound Science Center's (PWSSC) mission to advance community resilience and the understanding and sustainable use of ecosystems. This individual reports to the OSRI Research Program Manager and works in close collaboration with the President/CEO, Finance Director, Development and Communications Manager, and management team. 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: general office and facilities management tasks; bookkeeping assistance; report writing; logistics planning for meetings, conferences, and community engagement events; website maintenance; Board of Directors and committee support; transcription of minutes; event planning, advertising and registration; and equipment and database maintenance. The Administrative Assistant greets and directs visitors at the Science Center and may have the opportunity to assist other staff on diverse projects as requested 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 communities that depend on them.

### **Responsibilities**

- Greet and guide visitors and fulfill coordination and hospitality duties during special receptions, board meetings, staff celebrations, staff meetings, and/or workshops.
- Become knowledgeable about PWSSC projects and programs and explain them to visitors.
- Assist with minutes, recordkeeping, logistics, meeting preparation and travel related to Board of Directors' meetings, committee 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.
- Make travel arrangements for a variety of individuals, including board and committee members and collaborators.
- Coordinate the community lecture series by recruiting speakers, recording presentations, and assisting speakers.
- Assist the President and OSRI Research Program Manager in setting up meetings for major research programs, including all aspects of logistics such as location bookings, catering, etc.
- Assist the President and OSRI Research Program Manager with all aspects of report generation.
- Lead mailing duties.
- Manage and program telephone system.
- Coordinate facilities and vehicle maintenance.
- Maintain common areas in a neat, professional manner, including care of live plants.
- Conduct basic web site maintenance.
- Work with the Development/Communications and Education departments to maintain mailing and donor databases, 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 up-to-date project information for public dissemination, conducting merchandise sales.



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## **Administrative Assistant 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
- Willingness to work occasional evenings or weekends
- Able to routinely move equipment weighing up to 40 pounds for events and activities
- Able to transport materials to and from ports of entry such as Mudhole Smith Airport on the Copper River Delta, 13 miles from the office location

### **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. Full-time 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 explain 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 ([wspgau@pwssc.org](mailto:wspgau@pwssc.org)), using the Subject: Administrative Assistant. Successful applicants will be asked to show proof that they can legally work in the United States. Must work on-site in Cordova, Alaska.

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