

POSITION DESCRIPTION

DEVELOPMENT ADMINISTRATIVE ASSISTANT

Position Title:	Development Administrative Assistant
Employment Classification:	Part Time, Non-Exempt Four days per/week (6 hours per day) Must be available to work evenings, weekends, and holidays as needed.
Reports to:	Director of Community Engagement and Development
Department:	Development
Salary:	\$11-14 per hour, commensurate with experience

JOB SUMMARY

Key member of the Development Department team providing administrative/office support to the Development team and Executive Director. The successful candidate will develop and maintain specialized office procedures, files, and systems as needed, and will represent the LCDC through telephone and written communications. Duties may include: answering telephones, monitoring general email inquiries, entering gifts into donor database (Donor Perfect), correspondence, reports, mailings, membership, process donations, events, working with volunteers, gift shop coverage, and other duties as assigned.

Administrative experience is required; office management is preferred and outstanding customer service skills are necessary. The successful candidate must have excellent organizational, customer service, editing, proofreading, grammar and typing skills. They must be detail-oriented, competent in composing routine correspondence, and have knowledge of computer systems. Nonprofit experience preferred.

Qualifications

- Graduation from high school and demonstrated knowledge, skills and abilities gained through at least two years of office assistant experience, or an equivalent combination of training and experience.
- Proficient in Microsoft Office Suite and Outlook.
- Experience in working with donor database preferred.
- Strong communication skills – oral and written.
- Bilingual preferred.
- Must have reliable transportation.



General Skills

- Customer-focused with a professional phone manner and ability to interact professionally with staff, volunteers, guests, board members, and donors.
- Strong organizational and time management skills with proven ability to organize, prioritize, and successfully multi-task projects within set deadlines.
- Proven self-starter with strong work ethic, self-motivated, resourceful, conscientious, punctual and energetic.
- Team-player with ability to work well with others, take direction, and fulfill responsibilities under fast-paced office environment with minimal direct supervision.
- Work within, and contribute, to the effectiveness of the Development team.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 20 lbs. The noise level in the work environment is moderate.

The Living Coast Discovery Center is an Equal Opportunity Employer.

To apply, please send your resume and cover letter no later than 5:00pm on Monday October 23, 2017 to Lori Coons, lori@thelivingcoast.org.