

# Quogue Wildlife Refuge

3 Old Country Rd. Box 492

Quogue, NY 11959

Phone: (631) 653-4771 Fax (631) 653-8069



## **JOB ANNOUNCEMENT & DESCRIPTION** **Part Time Temporary Receptionist** **May through August**

April 2017

**Position:** Part Time-Temporary Receptionist

**Location:** Quogue Wildlife Refuge

**Hours:** May - June 23, Tuesdays & Thursdays 9:00 am- 4:00 PM

June 26 – July 28, Mondays/Wednesdays/Fridays 8:00 AM – 2:00 PM and  
Tuesdays/Thursdays 8:00 AM – 4:00 PM, Saturday, July 15 11:00 AM – 11:00 PM

August 1 – August 17, Tuesdays/Thursdays 8:00 AM -4:00 PM

**Hourly Pay:** \$14.00

This position is designed to support office staff during busy spring/summer season.

### **Responsibilities Include:**

- **Greet Visitors, Answer the Telephone, Process Messages** – must be able to answer the telephone and greet visitors politely. Staff Nature Center Independently
- **Reception and Registration** - maintain registration lists for programs and organize sign-up sheets.
- **Data Base Entry** - Enter donor information, generate & mail thank you letters
- **Process Summer Camp Applications** - assist with associated correspondence
- **Office Organization** - straighten office & supply areas daily. Make sure supplies are accessible for all staff & brochures available in all brochure racks, monitor and maintain office supplies.
- **Assist with Mailings**
- **Website Updates** – using WordPress & monitoring online program registration
- **PR for Events & Programs**– via email blasts, flyers, advertisements, website, Facebook
- **Support Refuge Staff** - with programs, projects, fundraising events as needed
- **Assist with General Maintenance of Nature Center** – can include general cleaning as needed to ensure Center is presentable for visitors

**Qualifications:** Excellent communication skills, both verbal & written. Computer literacy a must: proficient in Microsoft Office (Word, Excel, Outlook). Excellent organizational skills & attention to detail. Must be friendly, professional, efficient, honest, & resourceful.

### **HOW TO APPLY:**

PLEASE EMAIL COVER LETTER & RESUME TO: [Marisa@quoguewildliferefuge.org](mailto:Marisa@quoguewildliferefuge.org)

Subject line: Receptionist Position

*No phone calls please.*