

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 2019

Position: Part Time-Temporary Receptionist

Location: Quogue Wildlife Refuge

Hours: *May - June 21, Tuesdays & Thursdays 9:00 am- 4:00 PM

*June 24 – July 26, Mondays/Wednesdays/Fridays 8:00 AM – 2:00 PM and
Tuesdays/Thursdays 8:00 AM – 4:00 PM,

*Saturday, July 13, 11:00 AM – 11:00 PM

*July 29 – August 15, Tuesdays/Thursdays 8:00 AM -4:00 PM

Hourly Pay: \$15.00

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

Subject line: Receptionist Position

No phone calls please.