

# QUOGUE WILDLIFE REFUGE

## Administrative Assistant/Benefit Coordinator Description



**Position:** Administrative Assistant/Benefit Coordinator

**Location:** Quogue Wildlife Refuge

**Hours:** 40 hours/week

**Salary/Benefits:** \$42,000.

Benefits available after 60 days;

Health Insurance

Employer sponsored retirement plan.

18 Days (PTO) Paid Time Off per year (PTO includes: vacation/holiday/sick/personal)

### Responsibilities Include (*but not limited to*):

- **Data Base Entry and Donor Management** – Charitable gift entry, follow up and management of donor database, membership, thank you letters and donor recognitions.
- **Answer Telephone, Monitor Emails, Greet Visitors** - Answer telephone, greet visitors, monitor and respond to email messages. Individual must become familiar with programs, events, & wildlife issues in order to answer questions and properly route calls; Staff Nature Center Independently.
- **Publications and Written Correspondence** - Compile, edit, and organize printing and bulk mailing for the quarterly newsletter, annual appeal, benefit invitations and other correspondence.
- **Website** – Maintain and update website, monitor and organize online program registrations, payments, and donations. Familiarity with WordPress preferred.
- **Reception and Registration** – Create & maintain registration for programs.
- **PR for Events & Programs** - Email blasts, flyers, advertisements, website and social media.
- **Light Bookkeeping Duties** - Make weekly bank deposits at direction of Executive Director, catalogue income streams from website program payments/donations, and in house credit card payments.
- **Purchasing of Supplies** - Ensure Refuge office supplies are inventoried and purchased in a timely fashion.
- **Office Organization and General Maintenance of Nature Center** - Straigten office & supply areas daily. Make sure supplies are accessible for staff & brochures available in all brochure racks. Assist with general cleaning as needed to ensure Center is presentable for visitors.
- **Processing QWR Mail** - Daily pickup of mail from post office box, mail all outgoing letters and packages and ensure adequate stamps available.
- **Train** - Train and supervise Summer Office Assistant and volunteers assisting with office work.

**Special Event Coordination:** Responsible for organizing the Wild Night for Wildlife Gala, QWR's biggest fundraiser of the year: includes acquiring sponsors, auction prizes, organizing vendors and overall planning and execution of event. Other annual fundraising/special events may include golf outings, weddings and the Walk for Wildlife fundraiser.

**Qualifications:** Excellent communication skills, both verbal & written. Computer literacy a must: proficient in Microsoft Office (Word, Excel, Outlook). Excellent organizational skills & attention to detail. Experience with planning special events and non-profit fundraising preferred. Must be able to work flexible hours for certain events, including some weekends & evenings. Must be friendly, professional, efficient, honest, hardworking, resourceful and detail oriented.

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

Subject line: Administrative Assistant Position

**NO PHONE CALLS PLEASE**

*Posted: March 2020*