



Quogue Wildlife Refuge

JOB ANNOUNCEMENT & DESCRIPTION

Part-Time Administrative Assistant

Position: Part-Time Administrative Assistant

Hours: 14–16 hours per week (flexible). Typical schedule may include two weekdays (Tuesday, Wednesday, and/or Thursday) and Saturdays. Some evening and weekend hours are required for special events and fundraising activities.

Location: Quogue Wildlife Refuge

Pay: Starting at \$25.00 per hour

Desired Start Date: Late September/October 2026

Job Description

The Administrative Assistant supports membership, fundraising, visitor services, and daily office operations while providing exceptional customer service and maintaining confidentiality. We are seeking an organized, detail-oriented, and personable individual to join our team in a part-time administrative role.

Key Responsibilities:

- Process memberships, charitable donations, wildlife adoptions, and other gifts accurately in the donor database.
- Prepare, print, and mail acknowledgment and thank-you letters.
- Maintain donor and membership records.
- Assist with program registrations.
- Welcome visitors and answer phones and routine emails.
- Maintain the organization of the office and office supply areas.
- Assist with filing, copying, mailings, and data entry.
- Handle confidential information professionally.
- Work with staff, volunteers, and interns on projects.
- Assist with fundraising events and occasional evenings/weekends.

Qualifications:

- Excellent organizational skills and attention to detail.
- Outstanding customer service and communication skills.
- Proficiency with Microsoft Word, Excel, and PowerPoint.
- Must be highly proficient using computers and comfortable learning new software, databases, and online systems.
- Ability to multitask, prioritize, and work independently and as part of a team.
- Friendly, professional, dependable, honest, and resourceful.
- Valid Driver's License
- Provide 2 professional references

***About the Quogue Wildlife Refuge:** The Quogue Wildlife Refuge is a non-profit nature preserve dedicated to environmental education, wildlife conservation, and inspiring appreciation for the natural world.*

HOW TO APPLY: PLEASE EMAIL COVER LETTER & RESUME TO: Marisa Nelson at Marisa@quoguewildliferefuge.org with Subject line: 'Part-Time Administrative Assistant'. No phone calls please.

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