



Administrative Assistant

Elkhorn Slough is a rich tidal wetland located at the geographic center of the Monterey Bay shoreline on the central California coast. The Elkhorn Slough Foundation (ESF) is a mature nonprofit organization and a nationally accredited land trust dedicated to conserving and restoring Elkhorn Slough and its watershed. ESF has directly conserved over 4,200 acres in the Elkhorn Slough watershed. We work closely with the California Department of Fish and Wildlife and the National Oceanic and Atmospheric Administration as a partner in the Elkhorn Slough National Estuarine Research Reserve (ESNERR). ESF's office is located at ESNERR in Royal Oaks.

JOB DESCRIPTION

ESF is seeking a motivated Administrative Assistant to support our team with various administrative tasks. The ideal candidate will have excellent communication skills, strong attention to detail, and a passion for environmental conservation. The Administrative Assistant reports to the Operations Director with collaboration from the Management Team.

RESPONSIBILITIES

- Provide administrative support to the management team, other staff members, and Board of Directors.
- Manage incoming and outgoing correspondence, including emails, letters, and phone calls.
- Maintain and organize office files, documents, and records both electronically and in hard copy.
- Collect and process invoices/credit card receipts and ensure proper coding including resolving discrepancies as needed.
- Prepare weekly deposits and monthly grant reporting documents.
- Coordinate all-staff meetings and calendaring.
- Support the Development Department with bulk mail projects.
- Coordinate logistics for events, workshops, and community outreach activities.
- Provide general office support, such as ordering supplies, managing office equipment, and maintaining a clean and organized workspace.
- Coordinate bookstore volunteers and assist with inventory tracking.
- Assist with audit preparation and support.
- Serve as the first point of communication from external parties by monitoring, responding, or forwarding incoming emails, calls, and drop ins.
- Perform other duties as assigned to support the overall operations of ESF.
- Ability to work regular office hours and occasional evenings and weekends.

QUALIFICATIONS

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Previous experience in an administrative role preferred, especially in a non-profit or environmental conservation organization.
- Proficiency in Microsoft Office 365 suite and Zoom.



- Excellent written and verbal communication skills; enjoys collaborating with people and interacting with the public.
- Strong organizational skills and attention to detail.
- Ability to prioritize tasks, problem solve and meet multiple deadlines.
- Ability to work both independently and collaboratively as part of a team.
- Commitment to the mission and values of ESF.
- Must successfully complete a background check.
- Valid driver's license, good driving record, and reliable transportation.

EMPLOYMENT DETAILS

Position Type: Part-time

Location: 1698 Elkhorn Rd, Royal Oaks, CA 95076

Compensation: \$18.00/hour

Benefits: Paid holidays

Schedule: 16-20 hrs./week primarily Tuesday, Wednesday and/or Thursday. Occasional evenings and weekend work with advanced notice provided by supervisor.

To Apply: ESF encourages individuals to submit their resume and cover letter electronically through our website. Initial application review will be July 19, 2024. Position open until filled.

The Elkhorn Slough Foundation is an equal opportunity employer. We encourage individuals from all backgrounds, including BIPOC and LGBTQ+ communities, to apply.