



**Position Title:** Administrative Assistant/Naturalist

**Supervisor:** Executive Director (ED); on-duty equivalent

**Status:** Part-time, permanent, non-exempt (hourly), 30 hours/week

**Compensation/benefits:** hourly rate based on qualifications, experience, includes accrued vacation/sick leave; flexible schedule

**Expected work schedule:** Wednesday – Sunday, year-round

**Location:** Nature Center, located within Balsam Mountain Preserve

### **Summary:**

The Administrative Assistant/Naturalist provides the Trust with the ability to complement its staff with someone who has a combination of interests, education, skills and experience in administrative/office functions, animal care, natural history interpretation and the of an environmental nonprofit organization.

### **Responsibilities:**

#### Administrative:

- 1) General: Provide (as needed/directed) the executive director, staff, Board chair and Board executive committee the administrative support required to meet the ongoing mission of the Trust
- 2) Finance/Accounting: Keep accurate up-to-date financial/accounting records, (as required and when working with the Board of Trustees' Treasurer and its contract accountant); will input data into Excel and/or QuikBooks, other related programs; keep accurate records of donors, send thank you letters, create PowerPoint presentations/other materials as required for marketing use.
- 3) Manage the Nature Center office and operation: maintain office supplies par levels, observe, record and apprise staff of any problems which might affect the normal day-to-day operations of the Nature Center and/or related buildings, vehicles and grounds
- 4) Marketing: Create, with assistance from appropriate personnel, fund-raising, operations, etc., letters and other documents as directed; create, maintain and send weekly, monthly, quarterly: Trust program offerings; e-blasts to BMP members (distribute hard copies of same and place on chalk boards on property); maintain/update/assist with various methods of communication for the Trust, e.g., staff meetings on property, etc.; reply to emails, phone calls, etc., in a timely and courteous manner; create and/or update information on Trust website, Facebook (other social media as needed), etc.
- 5) Marketing/Education: Assist with Trust programs booking, billing, communication

#### Nature Center/Animal Care/related:

- 1) Enthusiastically meet and greet visitors, e.g., BMP owners, families and guests, educators, etc., to the Nature Center; provide relevant Trust information, e. g., maps, species guides, handouts, etc.; assist with program reservations, confirmations, etc.; provide tours of the building/grounds
- 2) Be responsible for and/or assist other staff/volunteers with the care and feeding the Trust's variety of animal ambassadors which may include birds of prey, mammals, reptiles, amphibians and

invertebrates (appropriate and ongoing training will be provided); Be aware of, and report changes in, animal behavior, health, etc., to staff

3) Assist with volunteer management and training

4) Assist organization/upkeep of shared spaces, exhibits, Nature Center gardens and grounds, other as assigned

General:

1) Enthusiastically take on other assigned tasks as needed/assigned

2) Contribute to and help execute plans to enhance the efficiency, scope and outreach of the Nature Center and Balsam Mountain Trust

### **Qualifications/Experience:**

Required:

1) Demonstrated excellence with interpersonal communication skills

2) Demonstrated excellence organizational/office skills

3) Demonstrated: working knowledge of Microsoft Office Suite (especially Word, Excel); ability to type 40 wpm; proficiency in working on websites, social media, other electronic/digital media/platforms; ability to craft emails, letters, etc., using generally accepted manners of style, grammar, etc.

4) Demonstrated ability to meet deadlines, work well under pressure, multi-task as needed

5) Must provide proof of tetanus prophylaxis vaccine

6) Must be able to lift 25 pounds; be able to sit, stand, walk in and around Nature Center

7) Willingness to submit to a pre-employment screening and background check which may include drug testing

8) Must be able to provide proof of eligibility for employment in the United States; must have, or be able to obtain immediately after hiring, a North Carolina driver's license; must have clean driving record

Preferred:

1) QuikBooks knowledge/proficiency

2) Comfortable working in a Nature Center environment which includes live and preserved animals, natural and cultural history artifacts, feed for live animals (including refrigerated/frozen meats, rodents, fish, etc.), etc.

3) Demonstrated ability to be a team player; work (and play) well with others; be able to take direction; be comfortable working in a small team environment

### **Education:**

(Minimum: graduation from high school or GED required); Have (or in process of obtaining) Associates/Bachelor's degree in accounting, administrative or business management, public relations, biology, environmental education or related fields; certifications in first-aid, CPR desirable