

**POSITION DESCRIPTION
DEVELOPMENT ADMINISTRATIVE
ASSISTANT**

Position Title:	Development Administrative Assistant
Employment Classification:	Part Time, Non-Exempt Three days per/week (8 hours per day) Must be available to work evenings, weekends, and holidays as needed.
Reports to:	Development Manager
Department:	Development
Salary:	\$16.50-\$18.00 per hour, commensurate with experience

JOB SUMMARY

Key member of the Living Coast team providing administrative and office support for the Development and Membership departments, and Executive Director. The successful candidate will develop and maintain specialized office procedures and systems as needed, and will represent the Living Coast through telephone and written communications.

Duties may include: answering telephones, monitoring email inquiries, entering gifts into donor database (Blackbaud Altru), writing correspondence, running reports, mailings, processing memberships and donations, supporting events, managing volunteers, working in the gift shop, and other duties as assigned.

Administrative experience is required; office management is preferred and outstanding customer service skills are necessary. The successful candidate must work independently and have excellent organizational, customer service, editing, proofreading, grammar and typing skills. They must be detail-oriented, competent in composing routine correspondence, and have knowledge of computer systems. Nonprofit experience preferred.

Qualifications

- High school diploma and demonstrated knowledge, skills and abilities gained through at least two years of office assistant experience, or an equivalent combination of training and experience.
- Proficient in Microsoft Office Suite, Google, and Outlook.
- Strong communication skills – oral and written.
- Experience in working with donor database/CRM (Blackbaud Altru) preferred.
- Bilingual (English/Spanish) preferred.

- **General Skills**

- Customer-focused with a professional phone manner and ability to interact professionally with staff, volunteers, visitors, board members, and donors.
- Strong organizational and time management skills with proven ability to prioritize and successfully multi-task projects within set deadlines.
- Proven self-starter with strong work ethic, resourceful, conscientious, and punctual.
- Team-player with ability to work well with others, and fulfill responsibilities under a fast-paced office environment with minimal direct supervision.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 20 lbs. The noise level in the work environment is moderate.

The Living Coast Discovery Center is an Equal Opportunity Employer.

Preferred work schedule is Wednesday, Thursday, Saturday from 8:30AM-5:00PM.

To apply, please send your resume and cover letter to Lori Torio at lori@thelivingcoast.org by 5:00p.m. on Monday, January 6, 2025.