



Great Pond Foundation Administrative Assistant

The [Great Pond Foundation](#), a 501(c)3 non-profit, has since 1998 been an Island leader in coastal pond restoration and management through an extensive Ecosystem Monitoring Program and advocacy for data-driven and scientifically informed pond management.

Great Pond Foundation seeks a *part-time, year-round* administrative assistant to be the communication hub of our organization. The **GPF Administrative Assistant** reports to the Executive Director and works collaboratively with all staff and Board members to ensure objectives are met in a timely fashion. They are responsible for the appropriate compilation and dissemination of information both internally and externally. This position requires not only a familiarity with office functions/equipment/software, but also exceptional communication (written & verbal) and organizational skills as well as a high degree of confidentiality.

General Responsibilities:

- Serves as primary office contact for phone and email.
- Picks up, opens, and processes mail.
- Receives, processes, and distributes information appropriately and in accordance with existing protocols or directives from Executive Director, Scientific team, Board members, and partners.
- Creates and edits social media, website, and newsletter content under the direction of the Executive Director.
- Orders supplies and equipment for Foundation activities.
- Responsible for inventory management for office and field supplies in accordance with established guidelines.
- Works with the Executive Director and Board members to create and distribute meeting packets. Including: minutes, agendas, financials, and any additional required materials.
- Works with the Executive Director, Chief Financial Officer, and Treasurer to ensure timely processing of payroll, accounts payable and receivable.
- Creates assorted correspondence for review and signature by the Executive Director or appropriate Board member. Including, but not limited to, thank you notes, donor acknowledgements and receipts.
- Other duties as assigned by Executive Director.

This position requires the ability to: climb stairs, sit and/or stand for extended periods of time, lift up to 25lbs on occasion, operate typical office equipment, and operate a motor vehicle.

The GPF Administrative Assistant position has the potential to grow with the person who fills it, both in terms of personal interests/abilities and in terms of hours per week. GPF is a small and dynamic non-profit organization dedicated to preserving the health of coastal ponds through science, collaboration, and education. We need a team member who will bring excellence, passion, and diligence to the communication and administrative aspects of our work.

To Apply:

Please send a cover letter, resume, and the names and contact information for 3 references to emily@greatpondfoundation.org. The position is open until filled.