

## **POSITION DESCRIPTION ADMINISTRATIVE ASSISTANT**

### **ORGANIZATION DESCRIPTION**

Laguna Ocean Foundation (LOF) is a Laguna-based non-profit organization dedicated to sustainable ocean ecosystems along the Laguna Coast (Southern California) through science, education, and community engagement. We envision an evolving understanding of our local marine resources in order for Laguna Beach to better protect and enhance this valuable wilderness. Founded in 2003, our programs are built on the participation and contributions of staff, interns, and community volunteers.

### **SUMMARY**

LOF is currently seeking a Part-time Administrative Assistant (AA) to help the organization grow programmatically and financially. The Administrative Assistant handles office duties to support operational needs of LOF. The AA will report directly to the Managing Director (MD) but will facilitate operations and communication with appropriate personnel.

### **Responsibilities:**

- Answers phone calls and emails, and is the first point of contact for inquiries.
- Oversees all matters related to HR including staff, docent, and intern recruitment (e.g., posting of positions on job boards), scheduling interviews, paperwork related to hiring, maintains and updates employee handbooks and related material, ensure proper training for state requirements
- Handles all duties related to payroll hours entry, banking, insurance, and other administrative matters
- Assists with social media and website
- Assists with research on administrative matters (e.g., legal requirements,
- Organizes and maintains digital and physical files (including scanning all appropriate physical files)
- Picking up and responding to mail
- Ensures that all physical material are fully stocked and safely stored

### **Related Skills and Abilities:**

- Good Computer and Data Entry Skills
- Customer service skills with excellent interpersonal interaction
- Verbal and written communication skills in person and via telephone, email, and text
- Experience with Google apps, Microsoft Office Suite, social media, document scanning devices, etc. Familiarity with Salesforce and Quickbooks a plus
- Data entry abilities, including ability to follow precise, multi-step processes, as well as consistency and attention to detail
- Organization skills necessary to ensure timely and regular completion of general office duties
- Ability to maintain confidentiality in the handling of sensitive financial records. Ability to work independently and achieve regular deliverables with strict timelines
- Values that align with LOF's mission
- Must be eligible to work in the United States
- Must be at least 18 years of age
- Ability to work 20 hours per week during standard business hours
- 4-year college or graduate degree preferred
- At least 2 years of experience as AA or similar position
- All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, gender, sexual orientation, gender identity, disability, protected veteran status, or any other characteristic protected by law
- Job type: Part-time
- Wage: \$20-24 based on experience

- 401k matching

To apply please send a cover letter, resume, and your general schedule of availability to [rlee@lagunaoceanfoundation.org](mailto:rlee@lagunaoceanfoundation.org) with the subject line 'LOF Administrative Assistant' by February 28, 2023.