

POSITION DESCRIPTION
Administrative Assistant (Part-time)
Gulf of the Farallones National Marine Sanctuary

Administrative Assistant Tasks

- Answer phones, check general voicemail box daily, answer or route calls/messages as needed
- Greet all visitors and assist them with their needs; answer front door; un/lock front door
- Reserve conference rooms & vehicles , assist others in doing so
- Assist Superintendent with admin. needs; maintain calendar, schedule meetings, scan biz cards, etc
- Manage vehicle fleet, get vehicles cleaned and serviced as required
- Maintain office calendar and phone list; update, print phone list and distribute as required
- Maintain office key log; sign-in and sign-out/in keys as required
- Manage the mailroom/box, accept and sort deliveries; assist with mailings of outreach materials; add money to postage machine
- Assist with UPS packaging and pick-up; schedule or drop-off as needed; order supplies
- Manage and organize supplies and supply room, including ordering and stocking office, printer and plotter supplies. Return used printer cartridges; recycle used supplies and batteries
- Assist all staff with printing, faxing, and finding supplies.
- Assist IT department with property inventory and excess electronics disposal
- Manage media/IT equipment check-out list/process
- Upload images to Image Database, assist program staff with locating imagery
- Support all Staff meetings (send reminders, develop agendas, take notes and distribute summaries)
- Meet time & attendance requirements (send reminders, , enter into Web T&A)
- Support office travel; reserve flights, hotels & vehicles, create travel orders, process vouchers; respond to travel related requests from HQ, and provide a weekly travel update to the deputy superintendent
- Serve as contact person for janitors, exterminator, building safety, fire department, Park Service, etc.
- Employee enrichment - Assist with new employees plan team-building days
- Maintain employee birthday list; assist with monthly celebrations;
- Assist with logistics (e.g find venues, transportation, RSVPs), facilitation (e.g. note-taking, presentation set-up), and support (e.g. pick-up meals, make coffee) for office and Advisory Council meetings
- Assist all staff with administrative needs as required; e.g printing documents, shipping packages, locating forms, or ordering specialty supplies. Turn off/on heat as weather dictates.
- Assist with Web site maintenance
- Coordinate the office Green Team (schedule meetings, emissions audit, implement Action Plan)
- Raise & take down flags on all good weather days

Supervision

The Administrative Assistant is a member of the Gulf of the Farallones Program Operations Team and will report to the Coordinator of that team.

Schedule/Location

The Administrative Assistant will work 20 hours per week, from 8:30am to 12:30pm Monday through Friday at the Sanctuary Headquarters office on Crissy Field in San Francisco, CA.

Work Environment

The Administrative Assistant will sit in the GFNMS Front Office, which is open to the public on a daily basis. Sanctuary staff, visitors and partners frequent this area each day. Periodic travel in the Bay area is required. Some lifting and moving of documents, displays, and exhibits will also be required.

Qualifications

The ability to have friendly interactions with the staff and the general public is required. Excellent oral communication and interpersonal skills are required. Advanced organizational skills are essential. Must be proficient with Microsoft Office Suite. Dreamweaver experience not essential but preferred. Must have a valid drivers license and ability to drive a motor vehicle. Interest in marine wildlife and environment is a plus.