Organizational Information:
The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for over 30 years to preserve and enhance one of the world’s most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. GBF’s annual budget is approximately $6 million but varies depending on the projects undertaken in any given year. Our office is currently located approximately 25 miles southeast of downtown Houston in the Clear Lake area, but will relocate in March 2020, to Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position title: Administrative Assistant
Reports to: Executive Team
Classification: Full-time, non-exempt
Salary and benefits: $35,000 - $40,000, depending on experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual

Summary:
The Galveston Bay Foundation (GBF) seeks a full-time Administrative Assistant to ensure effective and efficient operations in a busy and growing nonprofit environment. These duties include diverse office management as well as administrative assistance for executive staff and for meetings of the Board of Directors. Duties and responsibilities of this position may include, but are not limited to:

Office Management:
- Greet visitors to the GBF office
- Answer main phone line and route calls appropriately
- Check mail, conduct daily deposits, and enter donations into the donor database
- Serve as point of contact for facilities-related services (housekeeping, internet, etc.)
- Ensure proper operation of basic office equipment (phone, multi-function printer, postage meter, etc.)
- Order office supplies and distribute deliveries
- Maintain a tidy reception area and common office spaces (workroom, meeting rooms, etc.)

Administrative Assistance:
- Perform administrative assistance for executive staff, as requested
- Distribute reminders to staff for staff meetings and other events or deadlines
- Arrange meeting logistics (location scheduling, WebEx and call-in information, etc.) for board meetings held every two months
- Compile board meeting documents and distribute to board
- Track board meeting RSVPs and attendance
- Take meeting minutes at board meetings held every two months
- Maintain records of board member lists and contact information
- Conduct donor mailings
• Managing special projects as assigned by members of the Executive Team

**Key Qualifications:**

At least three years of experience in an administrative support role in a professional office environment required. Prior work experience with a nonprofit organization preferred but not required. Candidates should be personable and possess excellent customer service and oral and written communication skills. Candidates should also be organized, adept at problem-solving, highly accurate and efficient, and capable of handling multiple tasks concurrently in a busy nonprofit environment. Final candidates must be prepared to provide at least three professional references and undergo a background check.

**To apply,** email **cover letter and resume to jobs@galvbay.org** by Friday, February 28, 2020. Please reference position title in subject line of email.

*The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual’s race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.*