



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. Our annual budget is approximately \$6 million but varies depending on the projects undertaken in any given year. Our office is located in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

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| Position title: | Administrative Assistant |
| Reports to: | Executive and Development teams |
| Classification: | Part-time (estimated 20 hours per week), non-exempt |
| Start Date: | December 2020 |
| Compensation: | \$18 per hour |

Summary:

The Galveston Bay Foundation (GBF) seeks a part-time Administrative Assistant to provide critical support to executive and development team members and help ensure effective and efficient operations in a busy and growing nonprofit environment. Duties and responsibilities of this position may include, but are not limited to:

- Greeting visitors to the GBF office and maintaining a tidy reception area and common office spaces
- Answering the main phone line and routing calls appropriately
- Checking and sorting mail and conducting bank deposits
- Entering donations into the donor database and distributing donation acknowledgement letters
- Entering log and credit card data on a monthly basis and preparing the President's expense reports
- Assisting with large mailings
- Ordering office supplies and distributing deliveries
- Arranging meeting logistics for GBF Board of Directors meetings; taking meeting minutes; and maintaining records of board member lists, contact information, and meeting attendance
- Assisting with special projects for executive and development staff, as needed

Key Qualifications:

- At least one (1) year of experience in an administrative support role in a professional office environment required. Prior work experience with a nonprofit organization preferred but not required.
- A commitment to customer service. Excellent interpersonal and communication skills, both verbal and written.
- Organized, accurate, and efficient, and capable of handling multiple tasks concurrently in a busy nonprofit environment
- Proficiency in Microsoft Office software including Word, Excel, and Outlook and proficient typing skills
- Demonstrated success in working in a team-oriented environment as well as ability to work independently, once trained
- Ability to work with sensitive information and maintain confidentiality. Final candidate will undergo a

background check.

To apply, email cover letter and resume to jobs@galvbay.org by Friday, November 13, 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.