
Organizational Information:

The Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for nearly 35 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 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.

Position title:	Administrative Assistant
Reports to:	Development and Executive teams
Classification:	Full-time, exempt
Compensation:	\$40,000-\$45,000 annually, depending on experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual.

Duties and Responsibilities:

The Galveston Bay Foundation (GBF) seeks an Administrative Assistant to 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, coding checks, and conducting bank deposits
- Entering donations into the donor database and distributing donation acknowledgement letters
- Performing data entry, scanning, and filing for the accounting department
- Preparing the President's expense reports and providing other executive assistance, as needed
- Assisting with large mailings
- Ensuring proper operation of basic office equipment (phone, multi-function printer, postage meter, etc.)
- Ordering office supplies and distributing deliveries
- Arranging meeting logistics for GBF Board of Directors meetings 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 two (2) years of experience in an office administrative setting and in interacting with a sophisticated database; further experience in executive assistance preferred; nonprofit experience and college degree/coursework a plus
- Highly energetic and motivated personality with the ability to identify and respond to operational issues
- Strong organizational skills, a keen eye for detail, and quality control are imperative, as well as being able to multi-task and work on multiple projects at once
- A commitment to customer service and excellent interpersonal and communication skills, both verbal and written

- 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, July 16, 2021. 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.