



About Us:

The Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for 37 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: Office Administrator

Reports to: Director of Operations

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 Office Administrator to play a vital role in ensuring efficient daily office functioning and provide administrative support. This position will serve as the primary point of contact, providing a warm welcome to visitors, donors and volunteers while efficiently managing inquiries. The responsibilities will encompass various administrative tasks aimed at supporting executive staff and maintaining office functionality. Key responsibilities include:

- Greeting visitors and being a supportive resource to staff, volunteers, donors and board members
- Answering the main phone line and directing calls to the appropriate staff
- Entering checks received and processing weekly check deposits
- Collecting and sorting mail, processing bank deposits, and notifying staff of deliveries
- Preparing the President's expense reports and scheduling monthly Director's meetings with the President
- Running errands as needed to the post office, pick up event supplies and printed materials, etc.
- Processing large donor mailings and dolphin donation thank you packets
- Ensuring proper operation of basic office equipment (printer, postage meter, etc.)
- Maintain office supply inventory, order office supplies and distribute deliveries
- Assist with Board meeting preparation and meeting minutes, maintaining board member lists, tracking meeting attendance, and adding documents to the Board portal.
- Maintain a tidy reception area and common office spaces
- Assisting with GBF events and projects for the executive team as needed
- Assisting with creating data spreadsheets or Power Point presentations for the President as needed

Key Qualifications:

- At least two (2) years of administrative experience; college degree and nonprofit experience a plus
- Motivated by completing tasks and responding to the needs of others in a friendly and efficient manner
- Strong organizational skills, attention to detail, and the ability to handle a wide range of tasks

- Excellent customer-service and communication skills, oral and written
- Proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Ability to work with sensitive information and maintain confidentiality

To apply, please email cover letter and resume with the position title in subject line to jobs@galvbay.org. Final candidate will undergo a background check. This position will remain open until filled.

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.