



POSITION DESCRIPTION

Job Title: Administrative Assistant

Supervisor: Office Manager and Deputy Director of Administration

FLSA Status: Non-Exempt

The Audubon Naturalist Society (ANS), with a mission to inspire residents of the DC Metro region to appreciate, understand, and protect nature, is seeking an outgoing nature-lover to join its office management team as a full-time Administrative Assistant. This entry-level position serves as the onsite receptionist for the organization's headquarters at the beautiful, 40-acre Woodend Nature Sanctuary in Chevy Chase, MD. Responsibilities include welcoming visitors, answering questions, and assisting the Office Manager in supporting the staff and running the office. The ANS work environment is friendly, forward-thinking, and filled with people passionate about nature.

ANS is committed to building a diverse team that draws on the strengths of people with a variety of identities, backgrounds, perspectives, and skills. If this role sounds interesting to you, we encourage you to send your cover letter and resume by September 2, 2022 to woodend@anshome.org.

COVID Vaccination is required for employees of Audubon Naturalist Society. The organization will consider accommodation for medical and religious-based reasons.

Position Summary

The Administrative Assistant works with both the Deputy Director of Administration and the Office Manager on tasks associated with ensuring the smooth functioning of the office. This position is required to be onsite from 9 am – 5 pm, Monday through Friday with a ½ hour break for lunch. Infrequently but occasionally evening hours are required. Salary range: \$35,000 - \$40,000 plus benefits.

Essential Duties and Responsibilities

Headquarters Receptionist

- Serve as the first contact welcoming visitors to the Woodend Sanctuary headquarters building
- Manage the main headquarters phone extension including answering the phone, retrieving and returning messages, and forwarding calls and messages to the appropriate staff member extension
- Provide information about the organization, the Woodend Sanctuary, and ANS programs to callers and visitors
- Field questions related to nature, natural history, and other environmental subjects
- Accept package deliveries and notify staff recipient
- Maintain “lost and found” and coordinate with program staff on return to owners
- Unlock all headquarters doors at 9 am and lock all doors at 5 pm

Administrative Assistant to Office Manager

- Order office and property management supplies
- Order personalized materials for all staff including business cards and name tags
- Ensure office equipment (postage machine, copier, etc.) is in good working order, order and refill supplies, troubleshoot issues and place service calls as needed

- Manage phone system including recording main messages, resetting extensions, training new staff on phone system, basic maintenance, troubleshooting, and placing service calls as needed
- Participate on IT team, serving as a liaison with our IT service provider
- Oversee shared Outlook calendars, check for conflicts
- Secure, track, and distribute office keys
- Ensure all brochure distribution locations at Woodend are fully stocked, making additional copies as needed of Woodend maps, bird checklist, and Blair Garden brochures and filling kiosks
- Schedule on Zoom, send outlook invitations, and produce meeting minutes for All Staff meetings
- Assist with general staff management including onboarding new employees, sending birthday messages to staff, posting job openings, arranging for fingerprinting, etc.
- Assist with light office management tasks, such as emptying out the refrigerator, scheduling shredding, etc.
- Gather credit card receipts from staff and prepare expense worksheet with account coding
- Maintain “first aid supply” drawer for staff
- Track staff and volunteer hours spent on lobbying activities
- Other duties as assigned by the Office Manager

Rentals

- Receive delivery of alcohol for weekend events
- Serve as an onsite contact for wedding rehearsals
- Serve as back-up for rental event tours when manager is not available

Assistant for Large Programs and Events

- Serve on the administrative team for various events and programs, including summer camp, the Annual Meeting and various donor events
- Assist with set-up, check in, answering questions, and other duties as assigned
- Produce minutes for ANS Annual Membership Meeting

Qualifications/Requirements

- General office and computer skills
- Strong communications skills
- Basic knowledge and interest in nature and natural history
- Ability to multi-task and problem solve
- Attention to detail

Physical Requirements

- Ability to climb stairs to access offices
- Ability to sit and use a computer
- Ability to lift and move 10 lbs