



SHORERIVERS SEEKS ADMINISTRATIVE ASSISTANT

ShoreRivers seeks a full-time Administrative Assistant to support all office functions at our headquarters office in Easton. Successful candidates will be familiar with general office procedures and receptionist tasks, and possess basic-to-advanced computer, email, phone system, and data-entry skills.

This position requires interaction with a wide variety of people and organizations. The ideal candidate will be energetic and reliable, with a pleasant disposition and sincere desire to help achieve efficient organizational operations. Working under the direct supervision of the Office Manager, this position provides administrative support to staff, boards, committees, colleagues, volunteers, donors, and members as necessary. The position involves general receptionist and office support such as handling calls, greeting visitors, working with volunteers, disseminating messages, data entry, mail handling, filing, and mass mailing coordination.

This is a full-time position and the employee must be flexible to work weekends, evenings, or to travel when necessary. Salary will be commensurate with experience; ShoreRivers offers a competitive benefits package. To apply, send cover letter and resume to Kim Righi at krighi@shorerivers.org.

RESPONSIBILITIES

- Lobby reception: answer calls, greet visitors, disseminate messages, and coordinate communication between Easton and Chestertown offices.
- Data entry: post transactions for memberships, donations, grants and events; maintain consistent, accurate, and clean data. Generate reports and information.
- General office duties: mail handling, copying, process reports, etc.
- Assist staff with general administrative tasks.
- Assist and support Office Manager to ensure smooth organizational office operations.

Main Office

114 South Washington Street, Suite 301
Easton, MD 21601
443.385.0511

Regional Office

400 South Cross Street, Suite 2
Chestertown, MD 21620
410.810.7556

shorerivers.org

Regional Office

PO Box 333
Georgetown, MD 21930
410.275.1400

POSITION REQUIREMENTS AND QUALIFICATIONS

- College degree or administrative assistant certificate.
- 1+ years of administrative experience in a busy office setting.
- Basic-to-advanced computer skills including MS Office Suite, mail merges, email, and various types of data entry, coupled with the ability and desire to learn new software programs and computer concepts.
- Working knowledge of office machines, copiers, phone systems, and online systems.
- Strong organizational, time-management, and communication skills.
- Ability to prioritize, multitask and make common sense decisions to provide reliable and consistent support to various staff and volunteers in a fast-paced environment.
- Cheerful disposition, sincere desire to help, and the ability to work with many different people from various backgrounds.

SHORERIVERS

ShoreRivers seeks to protect and restore Eastern Shore waterways through science-based advocacy, restoration, and education. We work collaboratively with our community yet maintain an uncompromising voice for clean rivers and the living resources they support.

We have a dedicated staff of educators, scientists, restoration specialists, and advocates focused on policies and projects that will improve the health of our rivers. Our staff includes four Waterkeepers who regularly patrol and monitor our waters and serve as key spokespersons: Chester Riverkeeper, Choptank Riverkeeper, Miles-Wye Riverkeeper, and Sassafras Riverkeeper. Our Waterkeepers and staff are a strong, collective voice for Eastern Shore waterways.

ShoreRivers was created in 2017 when the Chester River Association, Midshore Riverkeeper Conservancy, and Sassafras River Association merged. We have more than 3,500 members and supporters across the Eastern Shore who help us achieve our vision of healthy waterways.

