

Sakonnet Preservation

Conserving land  Preserving Little Compton

Title: **Administrator**

Reports to: Executive Director

Position Summary:

The Administrator is responsible for supporting the day-to-day operations of the Sakonnet Preservation Association as assigned.

Responsibilities/Duties:

- Provide administrative support for the maintenance of basic office functions.
 1. Provide general support to visitors and provide basic information by answering questions and requests.
 2. Maintenance of internal contacts and calendars: e.g., Board and Committee membership/lists.
 3. Direct external inquiries or other communications, i.e., email, phone calls, etc. to the appropriate individual.
 4. Assist with maintaining and updating accurate donor, member, and other contact databases, e.g., Little Green Light, contractor databases and external services.
 5. Generating member/donor mailings and newsletter lists.
 6. Manage and distribute incoming and outgoing mail, including bulk mailings.
 7. Manage calendar/s, schedule meetings and make appointments.
 8. Provide administrative support as directed.
 9. Keep office organized and its resources current: Overseeing a neat and tidy office, ordering supplies etc.
 10. Report office equipment problems to the Executive Director.

- Maintain current files of SPA records.
 1. Maintain digital/electronic archiving system.
 2. File hard copy records in the designated location.
 3. Purge records in accordance with SPA Recordkeeping policy.
 4. Maintain digital/electronic and hard copy Policy and Procedure manuals, Committee minutes, and records.

Sakonnet Preservation Association
Administrator Job Description
4.2.24

- Provide administrative support to the Board under the supervision of the Executive Director.
 1. Prepare and distribute meeting materials to Board members and Committees as directed.
 2. Take minutes if requested and archive all relevant materials.
 3. Provide other administrative support to committees upon request.
 4. Assist with scheduling meetings (internal, external, and virtual) and appointments.
 5. Support events and/or BOD meetings out of normal working hours if required.

- Provide support for communications and events.
 1. Assist with the publishing of newsletters, press releases, publicity documents, and other communications of SPA.
 2. Assist with maintaining social media presence, i.e. website, Facebook page and Instagram.
 3. Assist in event planning/meeting setup and implementation.

- Provide support to the Stewardship Director
 1. Property monitoring administration assistance.
 2. Compilation of reports, property folders and other documentation.

Requirements:

The position is located at the Sakonnet Preservation office in Little Compton. Candidates must have the ability to work independently, have excellent organizational and communication skills, and a strong working knowledge of Microsoft Office programs including Word, Excel, PowerPoint, as well as Adobe Acrobat. Familiarity with donor/membership software is a plus.

The position is for 12 hours per week. Days and hours are negotiable. The starting salary is between \$18.00 to \$22.00 depending on experience.

To apply, please email your resume and a covering letter to spa@sakonnetpreservation.org Please title your email: Administrator Application.