



Position: Administrative Assistant  
Classification: Part Time, Year Round  
Responsible To: Executive Director

**Overview:** The Friends of the Cobbossee Watershed is a 501(c)(3) organization with a mission to “engage individuals, businesses, and communities in protecting and improving the lakes, ponds, and streams of the Cobbossee Watershed.” *The role of the Administrative Assistant is to support the organization through management of critical data, communications, and systems support.*

### **Primary Responsibilities:**

- Answer phone and greet visitors to the Friends of the Cobbossee Watershed office
- Enter donations into Little Green Light (donor database), and Quickbooks with accuracy and attention to detail
- Create or update constituent records with new files and information
- Work with staff to build mailing lists of shorefront property owners
- Create acknowledgement letters and prepare for mailing
- Work with the Executive Director and other staff to produce annual appeals for mass mailing
- Aid staff in scheduling meetings for the Board of Directors, committees and staff
- Create deposits, pay bills, and create invoices for accounts payable in Quickbooks
- Create membership and financial reports in Quickbooks for staff and board of directors
- Assist Executive Director in the compilation of information for yearly taxes, accountant's review, and worker's compensation audits
- Assist Executive Director with Human Resource activities such as managing employee information and keeping track of policies and procedures
- Store all paperwork in designated places, secure important documents
- Maintain office supplies inventory and prompt ordering when necessary
- Ideally: Assist with creation of marketing materials and marketing initiatives

### **Desired Skills & Characteristics:**

- Familiarity with Google Suite and Microsoft Office Suite: Word, Excel, Publisher
- Familiarity with Quickbooks and accounting principles
- Experience with database management
- Careful attention to detail and strong organizational skills
- Team oriented attitude with entrepreneurial spirit to improve our organization
- Passion for local community, lakes, and/or environmental issues
- Bonus: Experience maintaining technology systems and Wordpress website updating.



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### **Why work for the Friends of the Cobbossee Watershed?**

- We are a fun loving, nurturing group of people who have a passion for nature, our lakes, and our mission!
- Rewarding experience: With a small but growing non-profit organization, you have the opportunity to make a huge difference in the impact of our work and make rewarding connections within our watershed community.
- Flexibility of Schedule: Currently have funds for this year-round position to be part time, with schedule flexibility. Ideally looking for 16 - 24 hours per week.
- Potential for growth: For the right individual with a stellar skill set, and the advent of increased funding, there is potential for this position to grow into a full-time position in the future. Direction of potential growth includes: Membership Coordinator, Development Assistant, Marketing Coordinator, and/or Volunteer Coordinator.

**Compensation:** \$17-\$19/hour, depending on experience

**Start Date:** Applications will be accepted until the position is filled; interviews will be scheduled after March 16, 2022.

**To Apply:** Please send a cover letter, resume, three references to Tamara Whitmore, Executive Director, Friends of the Cobbossee Watershed, [tamara@watershedfriends.com](mailto:tamara@watershedfriends.com) or mailed to PO Box 206, East Winthrop, ME 04364.