

Administrative Assistant

Hudson River Sloop Clearwater, Inc. has been a pioneer of the environmental movement since 1970, and the Clearwater Sloop is the iconic Hudson River's enduring symbol of that movement. Clearwater is a non-profit membership organization working through environmental education, activism and Clearwater's Great Hudson River Revival Festival for a cleaner Hudson and greater awareness of its natural, recreational, historic, and scenic resources. The organization owns and operates the 106' sloop Clearwater and offers education sails on the Hudson River, New York Harbor, and Long Island Sound.

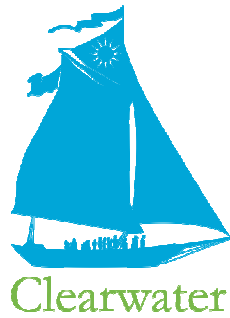
Hudson River Sloop Clearwater, Inc. is seeking an administrative professional to serve as our Administrative Assistant. The main areas of focus are general administrative support to the Office Manager, & Board of Directors, general office support and facilities maintenance. The qualified individual must be able to function well in a fast-paced, multi-tasking atmosphere and maintain a positive outlook with our staff, board volunteers, members and donors. Must be passionate about the environment! This position will report to the Office Manager.

This position is part-time: Monday through Friday 1-5pm with additional hours for Board meetings, staff meetings and Clearwater Festival weekend.

The position is located at our office: 724 Wolcott Avenue, Beacon, NY 12508.

Responsibilities include but are not limited to:

- Front office reception Monday – Friday 1pm-5pm
- Be positive first impression for Clearwater via phone or in main office
- Maintain office equipment and office supplies
- Train staff (as necessary) on phone, fax, copier, alarm system, computer hardware & software
- Coordinate incoming & outgoing UPS shipments
- Daily distribution of incoming mail including opening and dating all vendor invoices
- Light data entry using QuickBooks
- Provide administrative support to the Executive Director
- Provide clerical support to Office Manager, Board of Directors and program staff as needed
- Facilities Coordinator for continued renovation of Clearwater Center of Environmental Justice & Leadership
- Main liaison to Board of Directors
- Keep accurate listing of board members, program staff
- Administrative support member of the Board of Directors Nominating Committee
- Maintain organizational forms such as By-Laws, Board Minutes, Policies, etc.
- Work in conjunction with IT Supervisor on network system issues & to resolve computer problems
- Coordinate house maintenance and encourage an environment of tranquility, happiness and organization
- Other duties as needed



Qualifications and Skills

- Previous experience in an office setting required
- Experienced administrative professional who is dependable and highly organized with maturity, discretion, enthusiasm and a positive attitude
- Technologically literate with strong computer skills including Word, Excel, QuickBooks and other commonly used software.
- Good internet skills including use of email programs
- Good organizational skills and record keeping (attention to detail is critical)
- Cheerful presence and people skills, outgoing
- Good oral and written communication skills
- Self starter who can work independently while recognizing the need to ask questions
- Skill is establishing priority and managing workload
- Ability to follow directions
- Passion for the environment!

Cover letter and resume via email only (no hard copies please) to:

amy@clearwater.org

Please put Administrative Assistant in the subject line