



Part Time Administrative Assistant

Hudson River Sloop Clearwater, Inc., is a non-profit membership organization that for over 50 years has been at the forefront of the environmental movement as a champion of the Hudson River. As an organization, Clearwater inspires lifelong stewardship of the Hudson and its watershed by connecting people of all ages with the living river. The organization owns and operates the 106' Sloop *Clearwater*, recognized as America's Environmental Flagship. The vessel is an all wood work boat, a replica of sloops that sailed the Hudson River in the 18th and 19th centuries. Instead of bricks, produce, and other cargoes of earlier ages, *Clearwater's* "cargo" is a message of advocacy for the environment, primarily the Hudson River and its surrounding waterways.

We are currently seeking a Part Time Administrative Assistant to join our fast paced, environmentally-minded team in our Beacon office. The main areas of focus are general administrative support, facilities maintenance and management of Clearwater's [online store](#).

This part time position will be approximately two days per week in-person at our offices at 724 Wolcott Avenue, Beacon, NY 12508.

Responsibilities include but are not limited to:

Administration

- Front office reception - be a positive first impression for Clearwater
- Field basic calls about Clearwater including our sailing schedule, membership, upcoming events, etc
- Monitor and respond to emails
- Distribution of incoming mail, alerting remote staff to anything that may need urgent attention
- Attend and take minutes for weekly staff meetings (Tuesdays)
- Coordinate office building and grounds maintenance, security, and housekeeping as needed
- Maintain office equipment and coordinate repairs and upgrades with the IT Director
- Train staff (as necessary) on phone, fax, copier, alarm system, computer hardware & software
- Set up new employees with administrative tools
- Coordinate incoming & outgoing UPS shipments
- Assist Director of Operations with aspects of Human Resources and Quickbooks data entry
- Provide administrative support to the Executive Director
- Keep current listings of staff contact information and phone extensions
- Maintain the "Our Team" page on the website
- Update the events calendar with board meetings and other Clearwater events
- Encourage an environment of tranquility, happiness and organization

Board Liaison

- Be the primary point of contact for Board Members to connect with the staff
- In conjunction with the Board President and/or Secretary:

- Post monthly board meeting agendas, zoom links and approved board minutes to the board page
- Keep the board member contact list current and ensure photos and bios on the website are added/removed as needed
- Maintain organizational forms such as By-Laws, Board Minutes, Policies, etc. per guidance from the Secretary
- Produce the annual Board ballot (paper and e-ballot) every fall with the Nominating Committee Chair

Merchandise

- Maintain the [Clearwater online store](#)
- Promote Clearwater merchandise through Clearwater media channels
- Maintain in-house inventory
- Design or source new (sustainably produced) Clearwater merchandise per merchandise budget
- Take an annual merchandise inventory for the audit
- Track comped items given to departments and produce an annual report for the audit
- Independently file New York State quarterly taxes for merchandise sales
- Prepare merch for tabling events
- Coordinate merch for the boat
- Create UPS or USPS shipment of all orders
- Act as the Clearwater Store Coordinator on the Revival Planning Committee (if/when we hold the Clearwater Festival)

Qualifications and Desirable Skills

- Previous experience in an office setting is required
- Retail experience is desired but not essential
- Software experience including: Google Suite, Quickbooks, Square Online or other POS systems, Wordpress, and other commonly used platforms.
- Highly organized and detail oriented
- Cheerful and calm presence
- Maturity and discretion for handling financial and HR materials
- A clear communicator
- Takes initiative, follows through and meets deadlines
- Passion for the environment and sense of humor are a plus!

Clearwater acknowledges that the construct of race disproportionately affects Black, Indigenous, and People of Color. We reflect and take action to ensure that we do not perpetuate white supremacy. Clearwater respects LGBTQIA+ people; we use language and actions that are respectful of all gender identities and sexual orientations. Clearwater celebrates and welcomes members of any race, color, religion, national origin, sex, sexual orientation or identity, or age to apply.

Please send a cover letter and resume to erin@clearwater.org and include ‘Administrative Assistant’ in the subject line.