



## **JOB ANNOUNCEMENT**

**Administrative Assistant  
Watsonville, California**

*Posted July 19 2022*

### **About Watsonville Wetlands Watch:**

Watsonville Wetlands Watch is a non-profit agency, established in 1991, whose mission is to preserve, restore, and foster the appreciation of the wetlands of the Pajaro Valley. Each year our restoration programs restore and enhance over 1,000 acres of wetlands, open space, and recreational trails throughout Watsonville and the greater Pájaro Valley and our education programs provide dynamic outdoor field experiences for over 4,000 Pájaro Valley students and youth. In order to inspire the conservation of Watsonville's wetlands and watersheds and to build a strong community dedicated to this work, we offer free community events, lectures, and tours to thousands of people each year.

The Watsonville Slough System is California's third largest coastal freshwater wetland complex and supports 23 different native plants and animals that are threatened, endangered, or species of concern. The slough system underlies the City of Watsonville and surrounding agricultural and open space lands of the Pajaro Valley watershed. Watsonville Wetlands Watch envisions a wetland ecosystem that thrives within Watsonville and the greater Pajaro Valley, and a community, which is at the center of its conservation.

The offices of Watsonville Wetlands Watch are in the Fitz Wetlands Educational Resource Center on the campus of Pajaro Valley High School in Watsonville, California.

For more information on the organization, please visit [www.watsonvillewetlandswatch.org](http://www.watsonvillewetlandswatch.org)

### **About the Position:**

The Administrative Assistant supports organization's goals by assisting the Administrative Manager in financial, human resource, technical, IT and administrative processes.

This position will be supervised by the Administrative Manager and support the Executive Director in fulfilling the organization's administrative functions. Our organization values a collaborative work environment and there are opportunities for this position to be involved at a

variety of levels throughout the organization's programs.

### **Primary Job Responsibilities:**

#### *Financial Management*

- Support Administrative Manager in overseeing daily financial activities, including handling cash, creating invoices, processing Accounts Payable and Receivable.
- Support presentation of financial reports in an accurate and timely manner; collate financial reporting materials for the Board of Directors.
- Pick up mail 2-3x week and record donations and payments received.

#### *Coordination with Grant and Development Activities*

- Work with program staff to implement grant-management process.
- Grant report tracking.
- Support Administrative Manager in providing accurate reports on organization and program-specific budgets.
- Prepare weekly donation reports.
- Support grant development.
- Prepare weekly Thank You notes to donors.

#### *General Operations Management*

- Filing as needed and support for management of records system.
- Support preparation of documents for monthly board meetings.
- Provide staff support for event planning (annual volunteer and donor thank you events).
- Monitor monthly electronic file backup.
- Routine administrative tasks in support of the Administrative Manager and Executive Director.

#### **Additional Duties**

- Filing and record keeping
- Support for annual audit preparation
- Support for annual native plant sales and Fitz WERC store.
- Credit Cards receipts organization and account reconciliation.

#### *Other duties as assigned*

### **QUALIFICATIONS REQUIREMENTS**

Requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and Experience**

- Commitment to the mission of Watsonville Wetlands Watch
- Demonstrated competency in administrative tasks as outlined above
- Good writing and verbal communication skills
- Ability to interact effectively with a variety of contacts
- Must have a valid CA driver's license with a good driving record and a reliable vehicle in good working condition. Mileage reimbursement provided upon submission.

## **OTHER SKILLS AND ABILITIES**

- Must be well organized, a self-starter, and possess excellent communication skills.
- Ability to communicate orally and in written form in Spanish desirable.
- Must be able to multitask and prioritize in accordance with changing deadlines and priorities.
- Must be even-tempered and team spirited - a good sense of humor is desirable.
- Experience with event planning and logistics is desired.
- Knowledge of Microsoft Office apps
- Familiarity with Excel

## **ADDITIONAL INFORMATION, HOURS AND COMPENSATION:**

This is a part-time, 16-24 hours per week. Starting hourly rate is \$18 - \$24/hr. depending on experience. We offer a flexible work schedule and work environment. Additional hours would be available depending on skills and interest. We offer benefits including medical, dental and vision (prorated based on hours worked with a minimum of 20 hour) as well as vacation, sick, and holidays and an employer contribution of 3% match to a Simple IRA.

Watsonville Wetlands Watch offers a supportive work environment. We support each staff person with professional development and learning opportunities and foster a collegial and enjoyable work environment that honors each person's contribution to our work.

**Deadline for Applications:** August 5th, 2022. The position is open until filled.

**APPLICATION:** Interested and qualified candidates should provide the following via email to [hr@watsonvillewetlandswatch.org](mailto:hr@watsonvillewetlandswatch.org).

- Brief cover letter describing your interest in this position.
- Resume.

***Applicants only. Recruiters, please don't contact this job poster.***

***Watsonville Wetlands Watch is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.***