**New York Marine Rescue Center**

**Office Assistant Job Description**

**Department: Administration**

**Reports To: Office Manager**

**Status: Part Time/Non-Exempt**

General Description:

The Office Assistant is responsible for supporting administration, operation, fundraising and volunteer needs for a small Not-For-Profit based in Riverhead, NY. This position is a part-time hourly non-exempt position that will be 24 - 32 hours per week. Schedule will be determined based on organization needs and candidates’ availability. This position will require working weekends and flexibility to work occasional nights for events.

**Reporting Relationship:** Office Manager

**Job Duties and Responsibilities:**

* Assist with volunteer management and oversight
* Primary lead of beach clean-up and donation can programs
* Administer and perform administration and clerical functions
* Phone response and management
* Assist Office Manager
* Assist with fundraising events
	+ Event promotion and signage
	+ Receiving and managing event RSVPs and sponsorships
	+ Solicit, organize and pick up donations
	+ Event set up and breakdown
	+ Manage supporter communications

**Qualifications:**

The ideal candidate must have a working knowledge of Microsoft Office Suite applications including Excel, Outlook, Word and Publisher. Better Impact knowledge and previous experience with volunteers preferred, but not necessary. The candidate should have 2-3 years’ experience in a similar position and must be a professional, well-spoken team player with excellent organizational skills. Must be able to lift 25-50 lbs.

**Education:**

Associate’s preferred