



Position Announcement
ADMINISTRATIVE ASSISTANT
CALIFORNIA WATERFOWL

Come join a robust non-profit organization that has accomplished nothing less than the extraordinary for waterfowl, wetlands and hunting in California, fueled by the passion of its dedicated staff, volunteers, members and donors. We're looking for a team player with a positive attitude and the desire to provide administrative support of California Waterfowl staff and members.

BACKGROUND

California Waterfowl (CWA) is an award-winning 501(C)(3) conservation organization with a mission to grow California's waterfowl populations, wetlands and hunter-conservationist communities. We have over 20,000 members and 1,500 dedicated volunteers. Our accomplishments over the past 20 years include:

- Completing more than 1,400 projects to protect, restore, and enhance over 500,000 acres, providing habitat for millions of wetland birds and other animals.
- Hatching over 950,000 ducklings through our volunteer-driven California Wood Duck Program.
- Banding over 280,000 waterfowl for research that helps ensure sound management of waterfowl resources.
- Teaching more than 320,000 children, young adults, and families about waterfowl biology, wetland ecology, and the role hunting plays in conservation.
- Successfully advocating for science-based waterfowl hunting seasons and bag limits, expanded youth hunting opportunities, funding for water for managed wetlands, and preservation of hunting and gun rights for responsible sportsmen and women.

We did all this while maintaining the highest standards for management of our resources, earning a 3-star rating from Charity Navigator.

Further details can be found at calwaterfowl.org.

POSITION DESCRIPTION

CWA is seeking an outgoing, detail-oriented team player to provide general administrative support to California Waterfowl staff on a full-time basis. This includes answering phones, distributing mail, maintaining the membership database, managing the Programs staff calendar of key activities/deadlines, expense documentation for Federal/State/private grant agreements, manage records and service requirements of California Waterfowl's vehicle fleet as well as other general office tasks as needed. This position reports to the Director of Operations and Data Analytics and interacts extensively with CWA staff across multiple functional areas.

Responsibilities

General office support including distributing mail daily to the appropriate staff/department, maintaining sufficient stock of and ordering office supplies per CWA guidelines, answering phone calls and performing other tasks as requested.

Provide administrative support to the Waterfowl and Wetlands Programs team including managing a calendar of key programs-related deadlines, appointment, meetings, staff vacations, and contractual obligations. Manage and process documentation for reimbursements requests, grant agreement expenses/billing memos, staff credit card requests/issuance, etc. in a timely manner and with proper documentation. Maintain detailed vehicle service records and organize maintenance and repair receipts for company vehicles. Update maintenance records monthly, compare to factory service recommendations and alert management when company vehicles require service per factory standards.

Maintenance of the membership database including updating member records as necessary to ensure we maintain a high level data quality.

Maintaining a positive relationship between CWA and members by answering phone calls, emails and written correspondence in a professional and timely manner and ensuring questions or concerns the Administrative Assistant is unable to answer are routed to the appropriate person for resolution.

Desired background and attributes

- Minimum of an associate's degree and two years' experience in an office environment, preferably in the non-profit sector.
- Team player with a positive, friendly demeanor.
- Ability to use interpersonal skills, including effective listening, diplomacy and tact, to interact positively and professionally with constituents.
- Must be detail-oriented and possess strong organization skills with the ability to multi-task in a dynamic environment.

- Proficiency with software programs including Microsoft Office suite (Word, Excel, and Outlook).
- Familiarity with constituent relationship management (CRM) database systems highly desired.
- Become familiar with and remain conversant in the organization's programs and activities, and with the culture of its membership.

Pay Range: \$16-\$20 per hour (depending on experience)

Please send your resume to the attention of Alicia Floyd, California Waterfowl, 1346 Blue Oaks Blvd., Roseville, CA 95678; or afloyd@calwaterfowl.org.