



Administrative Assistant

Dates: Immediate opening and until filled.

Supervisor/Contact: Quentin Simeon, Operations Director | quentin@inletkeeper.org

Hours & Compensation: 20 hrs/wk: Part-time Temporary Employee, Pay DOE

Location: Homer, AK

A. Part-time Temporary Employee

Cook Inetkeeper is looking for a quick learning and effective teammate to fulfill the office/administrative duties and our end-of-year membership drive. We expect to offer 20 hours of work per week, requiring primarily in-person attendance to complete the functions of the position. This opportunity will last approximately 6 months.

Office Duties:

- Help maintain Network For Good donor management database
- Help editing email & print newsletters
- Ensure appropriate office supply inventories
- Process & log bills for payment
- Print and process thank you letters and emails
- Oversee building and grounds maintenance and utility issues
- Manage calendars, reminders, and building use
- Taking accurate notes during staff meetings
- Monitor office supplies and related office systems
- Organize supply closet and shed

Administrative Assistant Skills and Qualifications:

- Attention to detail
- Creative writing/editing capable
- Familiar with Google Office Suite
- Ability to complete complex tasks
- Organized
- Professional
- Strong aptitude for teamwork
- Proficient verbal and written communication

Education and Experience Requirements

- High school diploma or equivalent education required
- 3 years of administrative assistant experience
- Knowledge of and/or experience with small nonprofit organizations

Work Hours & Benefits: This position is 20 hours per week with some schedule flexibility within a M-F, 9-6 work week. Essential duties require the position to work from the Cook Inletkeeper main office in Homer. Cook Inletkeeper is the environmental lighthouse of Tikahtnu (Cook Inlet), and we are looking to hire a person who is passionate about protecting the water of Tikahtnu and the life it sustains.

To apply, please send a cover letter, resume and two references to quentin@inletkeeper.org