



POSITION DESCRIPTION

Job Title: Administrative Assistant

Supervisor: Office Manager, Shop Manager, and Deputy Director of Administration

FLSA Status: Non-Exempt

Nature Forward, with a mission to inspire residents of the DC Metro region to appreciate, understand, and protect nature, is seeking an outgoing nature-lover to join its office management team as a full-time Administrative Assistant. This entry-level position serves as the onsite receptionist for the organization's headquarters at the beautiful, 40-acre Woodend Nature Sanctuary in Chevy Chase, MD. Responsibilities include welcoming visitors, answering questions, and assisting the Office Manager in supporting the staff and running the office. The Nature Forward work environment is friendly, forward-thinking, and filled with people passionate about nature.

Nature Forward is committed to building a diverse team that draws on the strengths of people with a variety of identities, backgrounds, perspectives, and skills. If this role sounds interesting to you, we encourage you to send your cover letter and resume by August 20 to woodend@natureforward.org.

Position Summary

The Administrative Assistant works with both the Deputy Director of Administration and the Office Manager on tasks associated with ensuring the smooth functioning of the office. This position is required to be onsite from 9 am – 5 pm, Monday through Friday with a ½ hour break for lunch. Infrequent but occasional evening hours are required. Salary range: \$35,000 - \$40,000 plus full benefits including health care, life insurance, medical and dependent care flexible spending accounts, 403(b) retirement plan with employer matching contributions, paid holidays including a one-week winter break, and generous paid sick and vacation leave accrual.

Essential Duties and Responsibilities

Headquarters Receptionist

- Serve as the first contact welcoming visitors to the Woodend Sanctuary headquarters building
- Manage the main headquarters phone including answering the phone, retrieving and returning messages, and forwarding calls and messages to the appropriate staff member
- Provide information about the organization, the Woodend Sanctuary, and Nature Forward programs to callers and visitors
- Field questions related to nature, natural history, and other environmental subjects
- Accept package deliveries and notify staff recipient
- Maintain "lost and found" and coordinate with program staff on return to owners
- Unlock all headquarters doors at 9 am and lock all doors at 5 pm

Administrative Assistant to Office Manager

- Order office and property management supplies
- Order personalized materials for all staff including business cards and name tags
- Ensure office equipment (postage machine, copier, etc.) is in good working order, order and refill supplies, troubleshoot issues and place service calls as needed

- Manage phone system including recording main messages, training new staff on phone system, basic maintenance, troubleshooting, and placing service calls as needed
- Oversee shared Outlook calendars, check for conflicts
- Enter checks into database for deposit
- Ensure all brochure distribution locations at Woodend are fully stocked, making additional copies as needed of Woodend maps, bird checklist, and Blair Garden brochures and filling kiosks
- Schedule on Zoom, send outlook invitations, and produce meeting minutes for All Staff meetings
- Assist with light office management tasks, such as emptying out the refrigerator, scheduling shredding, etc.
- Other duties as assigned by the Office Manager

Woodend Nature Shop Assistant (8-10 hours a week including some Saturdays)

- Providing customer service and welcoming visitors; answering questions with the goal of inviting people to get more involved with Nature Forward
- Opening and closing the Shop both independently and in collaboration with the Shop team.
- Running a register and handling transactions
- Maintaining a neat and organized Nature Shop in collaboration with Shop staff and property management.
- Unboxing merchandise, labeling items and displaying, as well as recycling in collaboration with the Shop team

Rentals

- Receive delivery of alcohol for weekend events
- Serve as an onsite contact for wedding rehearsals
- Serve as back-up for rental event tours when manager is not available

Assistant for Large Programs and Events

- Serve on the administrative team for various events and programs, including summer camp, the Annual Meeting and various donor events
- Assist with set-up, check in, answering questions, and other duties as assigned
- Produce minutes for Nature Forward Annual Membership Meeting

Qualifications/Requirements

- General office and computer skills
- Strong communications skills
- Basic knowledge and interest in nature and natural history
- Ability to multi-task and problem solve
- Attention to detail
- Ability to work in the Shop some Saturdays

Physical Requirements

- Ability to climb stairs to access offices and move inventory and supplies to and from storerooms
- Ability to sit and use a computer
- Ability to lift and move 40 lbs
- Able to work on your feet for extended periods