



Southern New Jersey's Leading Watershed Organization

*Founded in 1979. Dedicated to the Wild and Scenic River System of the National Park Service in 1993.*

P.O. Box 474 • Millville, New Jersey 08332 | (856) 300-5331 | [www.cumauriceriver.org](http://www.cumauriceriver.org)

## EMPLOYMENT OPPORTUNITY

**Title:** Administrative Assistant

**Date of Announcement:** August 16th, 2023

**Location:** Millville, New Jersey

**Contact:** Executive Director Karla Rossini | [Karla.Rossini@CUMauriceRiver.org](mailto:Karla.Rossini@CUMauriceRiver.org)

**Compensation:** \$40k-\$45k/year, commensurate with experience, plus benefits

## POSITION DESCRIPTION

Apply your management skills to make a difference for a greener tomorrow! The Administrative Assistant (the “Incumbent”) shall work in support of the Executive Director of CU Maurice River (CUMR). The Incumbent shall be responsible for the management of business operations in compliance with control and audit procedures; the preparation of annual budgets and special reports to guide performance; the rendition of tasks associated with staffing; the completion of banking, accounting, and other activities; and the organization of an efficient, safe, secure, and pleasant office space for all. The successful candidate will display a meticulous attention to detail and be highly organized. Assistance with regard to the production of membership, programming, and fundraising events will require coordinated work with the Executive Director, Board of Trustees, and staff.

The Incumbent’s work activities are based in the organization’s office facilities; however, out-of-office meetings and outings will occur regularly. This is a full-time, in-office position consisting of 40 hours per week from Monday to Friday with occasional weekends and evenings as assigned by the Executive Director.

CU Maurice River strives to actively engage all members of the community in environmental stewardship. With a commitment to equity and inclusion, CU Maurice River provides access to opportunities for education, empowerment, and participation in the conservation of our Wild and Scenic watershed.

*\*See Essential Duties and Responsibilities below for more detail.*

## CU MAURICE RIVER’S MISSION

CU Maurice River is dedicated to protecting the watershed of the Maurice River and the region known as *Down Jersey*, thereby enabling current and future generations to enjoy the environmental, recreational, cultural and scenic resources of this Wild & Scenic global treasure.

CU Maurice River empowers individuals, corporations, and neighboring communities to promote the region’s enduring well-being and quality of life. CU Maurice River invites participation and fosters responsible stewardship. CU Maurice River supports education, awareness, and informed decision-making utilizing field work, research, and advocacy.

## INTERESTED APPLICANTS

Email a résumé and cover letter to:

Karla Rossini, Executive Director

[Karla.Rossini@CUMauriceRiver.org](mailto:Karla.Rossini@CUMauriceRiver.org)

For more information about this job opportunity, please call (856) 300-5331.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Leadership and Representation**

- Promote the mission of CUMR
- Champion and exemplify the values of the organization
- Articulate public policies and positions established on behalf of CUMR
- Represent CUMR within the business community

### **Administration**

- Manage operational details in compliance with control and audit procedures
- Ensure accurate and proper record-keeping in electronic/digital format
- Maintain confidentiality regarding sensitive documents
- Collect, store, and retrieve important documents as needed
- Establish and maintain record retention timelines
- Oversee preparation and use of budgets and plans to guide performance
- Assist with the preparation of periodic and special reports for the organization
- Manage the preparation of calendars and agendas for meetings and activities
- Coordinate the timing of organizational and business activities
- Maintain documentation and records required for operations by CUMR
- Manage various business logistics inherent to the organization's operations
- Attend meetings of the Board and its committees, as directed
- Prepare and submit proposed budgets, goals, plans, and measures of success

### **Office Management**

- Maintain a safe, secure, and pleasant work environment, in accordance with State and local regulations
- Manage general office operations
- Serve as the point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands
- Monitor and maintain inventory of office supplies and programming materials
- Keep records of operational activities, e.g., volunteer time, communications with members, event participation and meeting attendance
- Process membership payments, special events purchases, and donations
- Issue payments for bills received
- Identify and secure expert and developmental resources needed by CUMR
- Remain updated on technical and professional knowledge through educational workshops, professional associations, networking, and industry publications
- Ensure filing systems are maintained and current
- Ensure security, integrity, and confidentiality of data

### **Human Resources**

- Assist in staffing process, including recruiting, interviewing, hiring, and on-boarding
- Orchestrate the orientation, on-boarding, and training of new employees
- Maintain sensitive employment and performance documentation and records
- Assure the completion of employees' regular reporting documentation (e.g., tasks, hours, mileage, etc.)
- Orchestrate the development of training materials and performance management programs
- Support the implementation of office, operational, and personnel policies and procedures
- Identify opportunities to improve the organization's policies or objectives
- Implement strategies to protect the health, safety, and welfare of all employees, members, and volunteers

## **Development**

- Provide support to staff in grant writing especially related to budgeting and timelines
- Secure grants covering office and operational costs
- Connect staff to *Requests for Proposals* to fund programming and project objectives
- Assume accountability for the recruitment, development, and retention of members
- Manage membership database
- Identify and cultivate potential business donors
- Grow participation and/or donations from within the membership and/or community
- Compose communications to members
- Develop reports on member and sponsor metrics to guide performance
- Assist in the implementation of new member programs and services
- Participate in the execution of fundraising and programming events
- Distribute information to the general public

## **PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE**

- College degree and/or professional certifications in such areas as business administration, management, marketing, human resources, development, ecotourism, communications, or related fields; and 5 years' experience in a related field preferred
- Proficiency with computers. Must have in-depth experience in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.), Adobe, QuickBooks, and willingness to learn additional software packages as needed.
- Working knowledge of web-based programs such as: DonorPerfect, Constant Contact, WordPress, QuickBooks, Google Docs, Microsoft Office 360, etc.
- Meticulous attention to detail and organizational skills
- Finance and budgeting skills
- Experience in membership development
- Familiarity with legal and procedural matters
- Commitment to continuing professional development relevant to CUMR's mission
- Excellent verbal and written communication skills
- Excellent teamworking and interpersonal skills
- Results-driven and self-motivating
- Ability to pursue and form consensus
- Knowledge of internet platforms for leveraging maximum impact through social media
- Strong interpersonal and leadership skills
- Ability to multi-task
- Experience with leadership of volunteers

## **OTHER VALUED SKILLS**

- Sense of humor, diplomacy, and an ability to enjoy and function well in a group working experience
- Appreciation and understanding of the National Wild & Scenic Rivers System, and the applicability of its provisions to local resources
- Demonstrated abilities in developing and distributing marketing materials
- Grant writing
- Self-direction with ability to prioritize and manage organizational and individual matters competing for attention
- Outstanding presentation skills
- Ability to familiarize oneself with environmental, biological, natural, and cultural aspects of the watershed
- Well-rounded interests, curiosity, and commitment to continuous learning
- Interest in nature-based and/or cultural activities
- Team player with ability to share duties at functions and in office responsibilities with other staff