

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Administrative Assistant**

August 19, 2019

Conservancy for Cuyahoga Valley National Park invites you to consider being part of something special – our staff team! Applications now being accepted for this full-time vital support position for our operations. The successful candidate will be enthusiastic and professional in their duties as they fill this key role in administrative support of our many departments. If you are interested in job satisfaction and opportunities to grow with us, apply today!

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy's mission is to enrich lives and our communities by inspiring use, appreciation and support of Cuyahoga Valley National Park and ensure its preservation.

Position Description, Essential Duties (other duties as assigned):

Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

Essential duties:

General office and receptionist duties include, but not limited to:

- Provide exceptional customer service to staff, volunteers, donors, guests and visitors.
- Process all incoming and outgoing mail, packages, fax and general electronic email inquiries.
- Maintain electronic and hard copy record filing systems.
- Maintain inventory systems as assigned; order supplies and equipment as requested, and process necessary requisitions for purchase.
- Maintain and troubleshoot primary multifunction copy machine.
- Operate primary network phone system for incoming calls and assist and direct calls as instructed.

General facility duties include, but not limited to:

- Responsible for the Administrative Office kitchen upkeep.
- Responsible for the general upkeep of public areas of the Administrative office and aesthetically prepare areas seasonally.
- Maintain inventory of the Administrative Office general kitchen supplies, meeting and special event supplies.

Administrative Support duties include, but not limited to:

- Data entry as assigned.
- Taking minutes at monthly manager meetings and other meetings as assigned.
- Assist all Conservancy departments and staff with administrative duties as required.
- Maintain internal staff directories.
- Assist with set up and logistics of both onsite and offsite meetings and appointments as assigned.
- Manage Administrative Office volunteers, including coordination, scheduling, assigning and overseeing tasks to completion; complete unfinished tasks if necessary to meet deadlines.
- Enter reservations and events into established systems as assigned.
- Project management and coordination as assigned.

Minimum Qualifications:

- Associates Degree or equivalent required, Bachelor's degree preferred.
- One year of previous office experience required. Previous experience working for a non-profit organization preferred.
- Data entry experience preferred.
- Knowledge of administrative and clerical procedures and systems required.
- Ability to use a personal computer and associated office related software.
- Ability to use networked digital desk phones.
- Ability to work effectively as part of a team as well as independently.
- Employee must be able to work the assigned day shift, Monday-Friday during normal business hours.
- All employees of the Conservancy are required to pass a background check prior to the start of employment.

Status/ Pay/Benefits: Full-time, non-exempt position. \$12.00 per hour. Excellent benefits package including medical and dental coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send your current resume, along with a detailed explanation of why you are interested in joining our staff team, to apply@forcvnp.org with the subject line reading Administrative Assistant. This is an immediate opening and the posting closes when the position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.