

Title: Administrative Assistant

Department: Administration

Work Location: Tucson Bird Alliance Mason Center/hybrid

FLSA: Non-exempt/part-time

Reports to: Executive Director

Pay and benefits: \$25.00 per hour starting wage. Sick Leave, PTO, Paid Holidays, and Winter Break.

Work Schedule: Part-time, 20 hours per week. Must be available Mondays between 9:00am - 4:00pm. Other work days and hours may be flexible.

How to apply: Email your application (resume and cover letter) to jobs@tucsonbirds.org by Friday, March 27. Please use "Administrative Assistant Application" as the subject line. Please include your first and last name in document titles (eg "Jane Smith Administrative Assistant Resume").

Summary

Essential Duties and Responsibilities

- Coordinates scheduling of appointments and meetings, purchasing of supplies and services, and maintenance of administrative records for the organization.
- Develops and implements administrative processes independently or without specific instruction.
- Reviews, prepares, and tracks correspondence for the Executive Director.
- Responsible for maintaining and organizing digital and physical records. Uses database management programs to enter, record, and track complex information (i.e. submits billing for federal agreements, maintains certificates of insurance, etc.).
- Performs special project assignments as needed.
- Collects, records, and distributes mail from both the Historic Y and Oro Valley PO Box locations.
- Orders office supplies.
- Records receipt of checks twice weekly.
- Able to become an Arizona Notary Public within 60 days of employment, registration and testing fees paid for by Tucson Bird Alliance.

Supervisory Responsibilities

This position has no direct reports.

Work Environment and Physical Demands

Work is performed primarily in an office setting and is generally sedentary and computer based. Occasional stooping, bending, lifting, carrying and/or transporting of boxes of documents or other materials weighing less than 25 lbs.

Education, Experience, and Competencies

A strong candidate will have:

- Outstanding written and oral communications skills
- Customer service skills and positive attitude
- Organizational skills and attention to detail, as well as the ability to manage time and adhere to deadlines
- Ability to manage multiple tasks at the same time
- Strong problem-solving skills with the ability to troubleshoot & resolve technological problems
- Self-motivated, flexible, and able to work with minimal supervision
- Experience managing and organizing digital and physical administrative and financial records and an ability to implement new systems
- Experience with providing administrative support for a non-profit
- An interest in natural history, and conservation
- Understanding of and commitment to Tucson Bird Alliance's mission, goals, and values

Tucson Bird Alliance is an Equal Opportunity Employer. Our programs and employment are open to all. We value diversity and do not permit any discrimination against applicants, employees, or volunteers on the basis of race, ethnicity, national origin, gender, age, religion, sexual orientation, marital status, veteran status, medical condition, disability, or any other status protected by applicable law or statute in any of our policies or programs. At Tucson Bird Alliance, our commitment to Inclusion, Diversity, Equity, and Access (IDEA) goes beyond being in full compliance with employment law; Tucson Bird Alliance actively cultivates a culture that embraces differences, with the commitment that everyone is a valued member of our team and is treated with respect and dignity. We intentionally work to foster a culture of inclusion with openness, honesty, visibility, creativity, and trust as core values.