

4605 Cass Avenue, Detroit, MI 48201
313-588-1015
www.detroitaudubon.org

2/24/2019

OFFICE ADMINISTRATOR POSITION AVAILABLE IMMEDIATELY:

Job Description: This is part-time professional position which serves at the most public face of the organization and handles the logistics of day-to-day operation of the office of this growing environmental non-profit. The incumbent will serve as office receptionist, provide office support for the organization's operation, document expenses, create compliance reports and applications, manage our small travelling bookstore, maintain, update, and retrieve needed information from our donor/member/volunteer/partner database, manage logistics of our twice yearly donation appeals, and maintain our website.

Skills and Qualifications:

- Excellent organizational skills
- Excellent interpersonal and communications skills, both orally and in writing
- Excellent computer skills, including thorough familiarity with MS Office Suite and Google Docs/Drive
- Experience with WordPress
- Experience with management of webpages and other online services
- Adept at organizing, typing, and filing both electronically and manually
- Experience working with nonprofits desired
- Experience writing press releases and media management a plus
- Experience with Bloomerang or other Customer Relationship Management Software (CRM) a plus

Terms of employment: This is a permanent position that the organization hopes to upgrade to a to full-time as funds become available. Pay rate and work schedule negotiable and commensurate with skills and experience. Preferred start date: March 15, 2019. Please submit applications by March 5, 2019 if possible, however the position will remain open until a selection is made. The position work location is at our office at 4605 Cass Avenue, Detroit, MI.

How to Apply: Interested parties should send a cover letter, resume, and three letters of reference to Rochelle Breitenbach, President of Detroit Audubon at staff@detroitaudubon.org.

Full Position Description can be accessed on our website at: www.detroitaudubon.org/