

JOB ANNOUNCEMENT



Narragansett Bay
Research Reserve

Position Title: Administrative and Communications Assistant
Narragansett Bay National Estuarine Research Reserve

Employment Status: Part time, flexible 4 hrs/day, 16-20 hrs/wk

Background:

The Narragansett Bay National Estuarine Research Reserve (Reserve) is seeking an energetic and organized Administrative and Communications Assistant to join a small team of researchers and educators to support the informed management of coastal ecosystems and communities through integrated research, education, training, and stewardship activities. The Reserve is a state-federal partnership program established between the National Oceanic and Atmospheric Administration (NOAA) and the State of Rhode Island's Department of Environmental Management (RIDEM). While Reserve headquarters are located on Prudence Island which is only accessible by ferry, this position will be based at RIDEM headquarters in Providence with occasional work on Prudence Island. The Reserve and its employees are managed by RIDEM. However, this position is administered through a cooperative agreement with the Audubon Society of Rhode Island. Additional information about the Reserve can be found at www.nbnerr.org.

General Statement of Duties: To serve as an administrative and communications assistant to the Manager and staff of the Narragansett Bay Research Reserve; to assist in the requisition of supplies and services, to be responsible for routine but important administrative tasks such as record keeping, inventory and expense tracking as well as support to the general operation of the Reserve and programs. In addition, this position will support social media and communications outreach and include tasks such as updating the website, creating social media posts and related documents as well as organizing email newsletters using software such as Constant Contact, etc.

Supervision Received: Works under the general supervision of the Manager, who may occasionally delegate supervision of specific tasks to other full-time staff members when appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- To update and maintain records in electronic or print formats as needed,
- To update, maintain or create Excel spreadsheets or databases of all relevant Reserve related expenditures, inventory, contact information and other grant related information,
- To handle routine administrative tasks that include working with DEM staff and contractors to acquire supplies and services, filing of timesheets, inventory and other routine tasks,
- To perform word processing and data entry functions utilizing MS Office suite,
- To generate reports, documents, letters, mailings and other materials using appropriate software applications. To organize data and formulate methods for data presentation based upon needs and requirements,
- To perform other routine clerical tasks incidental to the work of the office, and to do related work as required to support overall Reserve programs,
- To format, update and create content for the Reserve's website using WordPress CMS,
- To create, and distribute e-newsletters to a variety of distribution lists using appropriate software,
- To post and track social media content and media performance metrics.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Revised 04/09/18

KNOWLEDGES, SKILLS AND CAPACITIES: A demonstrated knowledge of office methods, practices, procedures and terms; a thorough knowledge of business English; a working knowledge of commercial arithmetic; the ability to perform complex data entry/word processing functions with reasonable speed and accuracy; the ability to generate graphs, reports, documents, letters and other materials using appropriate software applications (MS Office Suite); the ability to organize data and files to formulate methods for data presentation; to the demonstrated ability to independently handle routine but important administrative details; the ability to exercise a high degree of initiative and judgment; the ability to understand and follow complex written or oral instructions; the ability to learn new software as appropriate; the ability to establish and maintain effective working relationships with other state departments or agencies, public and private organizations and departmental or agency personnel; and related capacities and abilities.

Education and Experience:

Education: Such as may have been gained through: a minimum of graduation from a senior high school, including or supplemented by courses in word processing, business practices; and communications.

Experience: Such as may have been gained through: employment in a responsible administrative position including difficult or complex clerical duties and the independent handling of administrative details, communications documents and software, or any combination of education and experience that shall be substantially equivalent to the above education and experience.

Desired Knowledge, Skills and Abilities

Knowledge and familiarity with Oracle database software, simple website maintenance and editing, other computer software such as Adobe Creative Suite etc.

Salary Range:

Salary is commensurate with experience, prorated holiday and sick leave available.

Application materials:

A resume/CV, a letter of interest, and 3 professional references should be sent to the attention of Bob Stankelis, Manager NBNERR at Bob.stankelis@dem.ri.gov. Electronic submittal is preferred and should include a subject title "Administrative and Communications Assistant Position". Hard copies can be sent to: NBNERR, PO Box 151, Prudence Island, RI 02872. Any additional questions should be directed to Bob Stankelis, Manager NBNERR at Bob.stankelis@dem.ri.gov, or by telephone at 401-683-7365. Applications received by 04/30/18 will be given full consideration. The Audubon Society of Rhode Island is an equal opportunity Employer.

