



Heal the Bay

**Heal the Bay
Job Announcement**

POSITION: Part Time Admin Assistant

REPORTS TO: Advancement Director

Heal the Bay is a regional environmental nonprofit group dedicated to making Santa Monica Bay and Southern California coastal waters safe and healthy for people and marine life. Progress toward the mission is achieved by effectively combining the use of science, advocacy, community outreach, and public education to create positive change in our local environment.

Position Summary:

The Administrative Assistant will be a critical part of the development team, providing support with donation processing, data entry, file keeping, and donor management. This position performs a wide variety of duties and works closely with the Data Manager.

Key Responsibilities:

- Open and process all direct mail donations
- Track gifts in our donor management system (salesforce)
- Manage correspondence to donors such as notes and Honor/Memorial cards
- Fulfill retail orders
- Send out Thank You/Welcome letters
- Assist in collecting pledged donations
- Process credit cards
- Work to collect new donation details when credit
- Input donation data weekly into our donor management system (salesforce)
- Maintain a filing system for backup paperwork
- Assist the development team in additional ways as needed

Qualifications:

- Demonstrated ability to work effectively with staff, volunteers, board members and general public.
- Excellent oral and written communication, planning, and organizational skills
- Bachelor's degree required
- Working knowledge of Word, Excel, and database management programs. Salesforce a plus
- Ability to maintain discretion and handle confidential material
- Proven initiative and time-management skills

Please send a cover letter and resume to: dportnoy@healthebay.org or fax to (310) 496-1902 or apply online at www.healthebay.org/jobs. Heal the Bay is an equal opportunity employer and actively recruits to promote diversity in our workforce.

- Hours: 29 hours/week.
- Salary: \$14/hour
- Start Date: ASAP