



601 Embarcadero, Suite 11
Morro Bay, CA 93442
www.mbnep.org

Administrative Assistant Position Announcement

Position Overview. The Estuary Program seeks a detail-oriented, highly organized individual to provide financial support, grant and contract coordination, and office management support. The Administrative Assistant is a full-time grant-funded position that supports administration and infrastructure for the Estuary Program and reports to the Finance and Operations Administrator.

The Organization. The Morro Bay National Estuary Program brings the community, local governments, nonprofits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, not-for-profit organization that conducts monitoring and research, restores natural habitats, and educates on how to keep Morro Bay clean and healthy. The Estuary Program is one of 28 national estuary programs around the country working to safeguard and improve the health of some of our nation's most important coastal waters. The Estuary Program achieves results by closely collaborating with many partners to accomplish our shared goals of protecting and restoring the estuary and the watershed. For more information about the program, visit www.mbnep.org.

Duties and Responsibilities

Financial Administration Support (60%)

- General bookkeeping, including compiling, coding, and documenting expenses.
- Donation management, including receiving, documenting, and acknowledgment.
- Track bookkeeping documentation via an electronic filing system.
- Provide other bookkeeping support as requested.

Project Management Support (30%)

- Grant and contract tracking, including maintaining an electronic filing system.
- Project coordination, including maintaining a project tracking database to monitor the status of project budgets and timelines.
- Subaward coordination, including maintaining documentation.

Organization Coordination (10%)

- Support coordination of management committees and board meetings.
- Office logistics management to help organization run smoothly.
- Technology support, including troubleshooting technology issues and acting as liaison with outside tech support firm.
- Special projects and tasks as needed.

Minimum Qualifications.

- BA/BS in finance, accounting, or business management (or equivalent experience).
- At least two years of full-charge bookkeeping experience.
- Proficient with Microsoft Office Suite, QuickBooks, Adobe Pro document editing functions.
- Excellent interpersonal skills, including strong oral and written communication skills, problem solving, active listening, and critical thinking.
- Strong attention to detail and excellent organizational skills. Ability to execute tasks with minimal supervision and to prioritize among competing needs.
- Flexible and adaptive work style with interest in expanding skills.
- Commitment to environmental conservation and the mission of the Estuary Program.
- Ability to travel twice weekly or more to the Estuary Program offices in Morro Bay, CA.

Preferred Qualifications.

- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Audit Standards.
- Experience with troubleshooting technology problems for an office network system.
- Experience working with a small nonprofit organization.

Pay, Benefits, & Work Environment. This is a non-exempt, full-time position with a pay range of \$23 to \$25/hour, dependent upon experience, and a strong potential for growth. The position is supported by a four-year grant, with the possibility to extend. The position will have office and work from home components in a casual office environment with options for flexible schedules. Benefit package includes sick leave, paid vacation and holidays, group health insurance, optional Flexible Spending Accounts, and SIMPLE IRA retirement savings plan with employer match provided.

Required safety protocols for all staff follow current COVID related public health guidance. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a nonprofit corporation that provides the administrative framework for the Estuary Program.

How to Apply. Submit a resume and cover letter to the Morro Bay National Estuary Program at staff@mbnep.org, subject line – *Administrative Assistant*. Applications will be accepted until Friday, October 25 at 4 p.m. Applications will be reviewed as received, and we expect to fill the position before the closing date.

Proof of valid driver's license, insurance, clean driving record, and reliable method of personal transportation are required for employment and must be confirmed before a final offer is made. All offers of employment are contingent upon the successful completion of a background check (including a criminal records check). As parts of our organization work extensively with youth and students, all employees are required to meet Bay Foundation policies regarding working with minors.

Diversity, equity, and inclusion are core values at the Bay Foundation of Morro Bay, and we are committed to creating a diverse workplace. The Bay Foundation is an equal opportunity employer to all, regardless of race, age, ancestry, color, disability, exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical

condition, military or veteran status, national origin, political affiliation, race, religious creed, sex, and sexual orientation.