



# SAVE BARNEGAT BAY

117 HAINES ROAD • TOMS RIVER, NJ 08753 | 732-830-3600 | [WWW.SAVEBARNEGATBAY.ORG](http://WWW.SAVEBARNEGATBAY.ORG)

## Employment Opportunity Announcement

### Executive Assistant

Full Time, 40 hrs/wk, w/flex time, some nights & wknds.

Salary Range \$40,000 - \$46,000

Save Barnegat Bay is a clean water advocacy organization working to protect and restore Barnegat Bay - the largest body of water in the state of New Jersey - and its ecosystem through effective educational programs and targeted advocacy campaigns.

SBB is seeking an Executive Assistant who is an organized, energetic and professional person to directly assist our Executive Director in the daily operations of the organization. Candidates must be passionate about Barnegat Bay and our community and should possess excellent public relations skills, be detail oriented and digitally savvy. The position reports directly to the Executive Director (ED) and works collaboratively with a dynamic staff as well as other key partners and volunteer team members. The role includes a range of responsibilities including administrative and managerial duties, event planning, communications, records management, in addition to possible research, preparation and support of advocacy positions.

### Responsibilities Include (but are not limited to)

- **Representing the Director** - You are the first line of communication with the public as you answer the telephone, greet visitors, and occasionally represent the Executive Director in certain situations where she cannot be present.
- **Handle Confidential Information** - Must be able to exercise a great deal of discretion.
- **Human Resources Responsibilities** - SBB operates with a small staff and all human resources are managed within the organization.
- **Event Planning** - Development is a major responsibility, may assist with fund-raising, including securing a venue and sending out invitations to organizing the entire event.
- **Gathering Information** - Making sure that the organization is in compliance with all regulations including gathering and maintaining the documents that are necessary to ensure compliance.
- **Administrative & Managerial Duties** - Schedule Management, setting up travel, meetings, speaking engagements and other appointments for the Executive Director.

- **Office Management** - May involve overseeing the work of other employees and volunteers, as well as making sure that everything is in place for the office to function smoothly.
- **Communication Liaison** - You will manage the flow of information to members of the team including screen phone calls, open and sort mail, and summarize reports and memos that are received before passing the information on to the people they assist.
- **Information Preparation** - Preparing and formatting information for internal and external distribution.
- **Records Management** - Maintaining company records, including setting up and managing both electronic and paper filing systems.
- **Data Analysis** - You may often be involved in data analysis, using a combination of computer and critical thinking skills.

### **Position Requirements**

- BA/BS degree and 3 years experience in non-profit, managerial or other similar life experience equivalent to or in combination of education and experience.
- Experience managing complex or multiple projects, including staffing, workloads and finances under deadlines.
- Supervisory experience, including motivating, leading, setting objectives and managing performance.
- Experience in partnership development with non-profit partners, community groups and/or government agencies.
- Communicating clearly via written, spoken, and graphical means.
- Valid Driver's License or ability to obtain one

### **Benefits Include**

Paid Holidays, Personal Time Off, Health and Dental Insurance, 403(b) Retirement Plan. Regular working hours may be flexible and include some evenings and weekend hours.

### **Work Location**

Barnegat Bay EcoCenter  
117 Haines Road  
Toms River, NJ 08753

\*Due to Covid-19 there may be some remote working until it is safe to return to work on location.

Qualified candidates should email a cover letter, resume and any letters of reference to [opportunities@savebarnegatbay.org](mailto:opportunities@savebarnegatbay.org) by March 19, 2021. Subject line list - **Executive Assistant Position**.

*Save Barnegat Bay is an equal opportunity employer.*