



JOB TITLE: Administrative Assistant
COMPENSATION: Non-Exempt Negotiable (Currently 3 days/week)
START DATE: Immediately
DATE: August 28, 2021

POSITION SUMMARY

The Office Assistant performs tasks that support the Big Thicket Association operations and programs. Duties assigned support programs including but not limited to the Field Research Station & Learning Center (FRSLC) the Neches River Adventures/Ivory Bill, and the Thicket of Diversity programs.

This is an hourly, non-salaried position. This position reports directly to the Executive Director of the Big Thicket Association. This position reports to the Big Thicket Association office, located at the Foundation for Southeast Texas, 700 North Street, in downtown Beaumont, Texas.

DUTIES of the Office Assistant include but are not limited to:

1. Work and communicate professionally/effectively with staff, officers, board members, the National Park Service, community partners, agencies, service providers, vendors, and the public.
2. Perform duties as directed related to input, reporting, and communication of financial record-keeping for the Big Thicket Association, Thicket of Diversity, and West Gulf Coastal Plain/ Big Thicket Science Conference, TCEQ, and Vanguard accounts.
 - a. Maintain and improve skills to use of QuickBooks Online Word and Excel
 - b. Maintain membership and donations records and prepare reports as directed.
 - c. Assist with yearly internal audits as directed by Audit Committee Chairperson
 - d. Prepare bank deposits and send receipts as directed and per BTA Financial Procedures
 - e. Prepare receipts to be sent by email or mail; scan, file and maintain records of donations
 - f. Input all sales and expenses into QuickBooks Online:
 - i. Generated sales receipts
 - ii. Maintain vendor files
 - iii. Maintain customer files
 - iv. Prepare documents for payment
 - v. Enter credit card charges into QuickBooks as received.
 - vi. Attach copy of receipts in elec. folder into QuickBooks
3. Perform duties supporting Field Research Station & Learning Center & Brammer House operations
 - a. Invoices guests and processes payments

- b. Provide guests reservation assistance and answer questions
 - c. Prepare and send invoices for reservation to guests when not prepaid. Send final receipts.
 - d. Maintain, clean and stock work area. Maintain office equipment for use.
4. Maintain office, storage closets, workspaces, personal workspace in neat and orderly condition
5. Provide logistical support for events including:
 - a. Neches River Rally
 - b. Big Thicket Day
 - c. West Gulf Coastal Plain/Big Thicket Science Conference
 - d. Other Events as directed
 - e. Serve as on shore assistant for land activities with NRIB school groups
6. Membership Records
 - a. Maintain, update, and create new records
 - b. Generate mailing list per BTA President's direction, print labels and mail quarterly Big Thicket Bulletin newsletters
7. Assist with FRSLC operations as directed including inventory and delivery of supplies.
8. Perform office duties
 - a. Pick up and process mail on days in office
 - b. Deliver, scan of mail, bills, and correspondence to the CPA and BTA staff in a timely manner
 - c. Ensure bills are paid promptly
 - d. Keep Google Sheets Boat Calendar updated for reservations and crew roster.
 - e. Book room reservations for use at the Foundation for SE Texas building
 - f. Deliver or mail BTA educational and promotional materials to regional locations as requested
 - g. Inventory and purchase stock and office supplies
 - h. Create and maintain yearly archival financial and program notebooks
 - i. Purge office file system per the BTA Records Retention Policy
 - j. Scan and maintain orderly electronic file system of financial and membership records
 - k. Complete monthly external source backup of desktop computer files
 - l. Answer phones, monitor and respond to voice mails, and respond to general public inquiries
 - m. Assist with physical inventory assets
9. Submit monthly timesheets with summary of activities performed to Executive Director
10. Employee shall be punctual as to work hours and daily schedule as assigned by Executive Director

Required Minimum Qualifications

- Ability to use Microsoft Office Suite, Outlook calendar and email, Google Sheets, Share Point, and Zoom
- Ability to operate personal computer including installation of software and periodic backup of PC
- Ability to operate and maintain standard office machines I.e., printer, copier, scanner, fax
- Current First Aid & CPR certification
- Hold a current driver's license, maintain a good driving record, and provide proof of auto liability insurance
- Must be willing to submit to a random drug testing in compliance with U.S. Coast Guard regulations and NRIB program requirements to serve for onshore land activities with the NRIB program
- Must be willing to be subject to a background check and complete youth protection training.

Preferred Qualifications

- Bi-lingual speaking and writing ability

Desired Skills

- Ability to manage a variety of tasks and to plan, implement and prioritize work tasks

Physical Demands - While performing the duties of this position the employee is regularly required to sit for several hours, use hands to handle or feel and reach with hands and arms. Frequently required to stand, walk, stoop, kneel, crouch, and talk and hear. May need to lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment- While performing the duties of this position, the employee will be required to work in an office setting and may assist with on-shore outdoor activities and outdoor public events. Outdoor activities will take place in the sub-tropical climate of southeast Texas. Noise levels are generally low. The outside environment includes blooming plants, plant saps, and other possible allergens. Tasks may require exposure to biting insects.

Non-Discrimination - *The Big Thicket Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.*