

## Part-time Office Assistant (Summer 2021)

Join the Center for Alaskan Coastal Studies team for the summer! Help with the day to day office needs such as answering phones, greeting visitors, booking tours, answering questions about CACS and Homer and selling promotional items. The Office Assistant will work closely with CACS office and seasonal staff and volunteers to help coordinate operations. We are expecting more traffic into our Headquarters building this summer and need a dynamic, friendly, flexible person at the front desk. Also includes working closely with volunteers, helping to recruit them, record hours and celebrate them.



### Core Duties:

- Greet everyone who comes into the office
- Answer the “operator/general information/tour sales” phone and reroute calls to appropriate people/staff.
- Assist visitors with promo selection, make sales of promo, tours and programs and process credit cards daily
- Perform communication, outreach, marketing, and media duties relating to CACS as required
- Handle office tasks, such as filing, generating reports, and setting up for meetings.
- Help organize and maintain office common areas.
- Maintain promo inventory and office equipment/supplies as needed.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Cheerfully assist Day Campers with any needs when they are at the office.
- Determine volunteer needs for seasonal facilities & programs through staff input and recruit volunteers
- Review and update volunteer training manual as needed with appropriate changes
- Maintain current and accurate volunteer list and communicate to staff in charge of CACS facilities and programs who their “go to” volunteers are
- Keep track of volunteer hours in the volunteer database
- Plan, organize and implement volunteer recognition party
- Assist with the production of CACS newsletter and other promotional materials as needed
- Anticipate the needs of others in order to ensure their seamless and positive experience.

### Qualifications

- Creativity, curiosity, compassion, patience and enthusiasm.
- Ability to work in a highly collaborative work environment.
- Minimum high school diploma or associate’s degree or experience as an office assistant or in related field.
- Willingness to learn on the job and to adjust and adapt readily to changing circumstances
- Strong verbal & written communication skills, adept in technology and word processing skills
- Ability to provide clear, concise directions, and make people feel welcome.
- Good organization, time management and detail oriented skills.
- Self-motivated
- Commitment to CACS’s work towards justice, equity, diversity and inclusion in our programs.

- Dedication to our vision of healthy ecosystems, engaged and connected communities, and inspired environmental stewards.
- Ability to receive and give direction and feedback on a variety of topics.

### **Equal Opportunity Employer & Equity Statement**

The Center for Alaskan Coastal Studies recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, class, veteran status and other protected status as required by law.

We recognize that the field of environmental education has long excluded Black, Indigenous, and people of color as well as people from working class backgrounds, people with disabilities, and other marginalized groups. We also recognize that environmental injustice and climate change disproportionately impact the most marginalized people in society- including people of color, Indigenous people, people from working class backgrounds, women, and LGBTQ+ people. We believe that these communities must be centered in the work we do and that environmental education will be stronger and richer with more diverse perspectives.

Hence, we strongly encourage people with these identities or who are members of other marginalized communities to apply for positions with the Center for Alaskan Coastal Studies. You are encouraged to self-identify in your cover letter, if you feel comfortable doing so. Please contact Katie Gavenus ([katieg@akcoastalstudies.org](mailto:katieg@akcoastalstudies.org), 907-235-1974 with any questions or concerns.

**Position runs from May 31 – Sept. 6, 2021. \$12 - \$13/hour DOE + housing is provided if needed**

To Apply: Please submit a **cover letter, resume, and contact information for 3 references** to [jobs@akcoastalstudies.org](mailto:jobs@akcoastalstudies.org) by **May 7, 2021**.

In your 1-page cover letter, please explain why you are interested in this position and describe the relevant work, academic, and/or life experience that you will bring to this position. Please indicate in both the cover letter and email subject line the position for which you are applying.