



*The Alliance is an Equal Opportunity Employer.  
Visit our website at: [allianceforthebay.org](http://allianceforthebay.org)*

## Position Announcement: **Maryland Administrative Assistant (Part-Time)**

### **About the Alliance:**

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose mission is to bring together individuals, organizations, businesses, and governments to find collaborative solutions, to build a strong commitment to stewardship, and to deliver innovative, broadly-supported programs that benefit the land, waters and residents of the Chesapeake Bay. In partnership, the Alliance implements local programs that connect people to their local river and become directly involved in local restoration efforts. The Alliance was founded in 1971, is headquartered in Annapolis, MD, and has regional offices in Lancaster, PA, Washington, D.C., and Richmond, VA.

### **Job Description:**

This part-time position (20-25 hours per week) is responsible for providing administrative support to Alliance leadership, and is based in the Alliance's Annapolis office. The successful candidate has strong organizational and proactive communication skills, and excellent time management. This position will interface with several Alliance staff and Board of Directors members, as well as various community stakeholders and audiences.

### **Specific Duties of the Position:**

- Reception at the Annapolis office, including welcoming in-person visitors, answering phone calls, and coordinating with relevant Alliance staff members.
- Written correspondence duties, including mail and package receipt and assisting Alliance staff in preparing documents or packages for mailing or distribution.
- General office tasks including ordering office supplies, coordinating office maintenance needs and landscaping, and similar duties as assigned.
- Support (online and paper) filing, data entry/maintenance, and database management, particularly financial and constituency related files.
- In coordination with Alliance leadership, gather pertinent information related to all staff such as the creation and facilitation of staff surveys, scheduling of all-staff meetings/retreats/events, assisting in planning the agenda for such events, and similar.
- Board-related Duties:
  - Assist Alliance leadership in scheduling Board meetings, planning meeting logistics (venue, accommodations, etc), creation and facilitation of Board surveys.
  - Maintain the Alliance's online Board Portal, which includes pertinent information developed for Board distribution and reference. Prepare email correspondence intended to be sent to Board members.
  - As assigned, participate in Board meetings and Board committee meetings for the purpose of administrative support, technical assistance, and record keeping.
- Manage other administrative tasks as assigned.

### **Minimum Qualifications & Experience:**

- 2 years of experience performing administrative duties in a professional environment or a bachelor's degree in a relevant field.
- Strong computer skills, especially in Microsoft Office and Google Workspace.

- Effective writing and proactive communications skills.
- Excellent organizational and time-management skills.
- Detail-oriented, flexible, and able to manage multiple tasks in a fast-paced work environment.

**Additional Desirable Expertise, Interests, and Skills (not required):**

- Basic understanding of environmental considerations related to the Chesapeake Bay.
- Knowledge of non-profit financials, basic invoicing, and project budgeting.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery.

The Alliance for the Chesapeake Bay offers a family friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply.

**Supervision:** The Maryland Administrative Assistant will report directly to the Chief Executive Officer, with additional oversight by the Chief Financial Officer and the Chief Operating Officer.

**Hours and Location:** The Maryland Administrative Assistant will be based at the Alliance's Annapolis, Maryland Office with some ability to work from home. The expectation of this position is that the employee will be in the office 4 to 5 days per week and 4 to 6 hours per day during core business hours for a total of 20-25 hours per week. An established consistent schedule within these guidelines is negotiable.

Some night and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position advertised is part-time (20-25 hours per week).

**Salary:** \$20,000+ salaried position, commensurate with experience. Competitive pro-rated benefits are available, including paid time off and holidays, health coverage, and retirement plan options.

**Application:** Please email your cover letter and resumé to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **Friday, August 20, 2021**. Indicate "Maryland Administrative Assistant" in the email subject line. No telephone inquiries, please.