



## Salmonid Restoration Federation

**Job Title:** Administrative Assistant

**Supervisor:** Executive Director

**Compensation:** Depending on Experience

**Terms:** Part-time – Average of 20 hours per week over the year. Peak season position will require up to 30 hours per week, including up to 40 hours during educational events (SRF field schools, workshops and conference). After probationary period, this position could grow into a ¾ time or full-time position with health benefits, vacation, holiday, and sick time accrual, etc.

### Specific Duties:

1. Administrative Tasks
  - a. Perform general office management duties at the Eureka office
  - b. Enter online and faxed event registrations into QuickBooks and CRM database
  - c. Manage membership and perform queries in CRM database
  - d. Fulfill merchandise orders and maintain inventory
  - e. Compile, distribute, and send mail
  - f. Assist with bookkeeping duties, including entering invoices and sales receipts in Quick Books and working with our bookkeeper to reconcile online transactions.
  - g. Create and maintain Excel tracking project budgets and assist in preparing grant invoicing
  - h. Create and maintain data files and up-to-date paper and electronic records
  - i. Draft letters and documents, collect and analyze information, initiate telecommunications
2. Assist Executive Director / Program Associate with annual conference and field school organizing
  - a. Grassroots fundraising, co-sponsorship, and donation solicitation
  - b. Support with event logistics (site, tours, food, transportation)
  - c. Distributing promotional materials and conducting targeted outreach
  - d. Mailing preparation and distribution
  - e. Coordinate volunteer sign-up for events
  - f. Assist with supervising volunteers at conference and field schools
3. Outreach and Research
  - a. Research and write issue-specific website content
  - b. Communications with general public as needed
  - c. Promotion of organization (tabling, social media, distributing materials, newsletters, etc.)
  - d. Assist with membership outreach, including mailing preparation and distribution

**Qualifications:** Minimum of a B.A./B.S. or equivalent experience  
Ability to adapt to changing work priorities and deadlines  
Ability to multi-task and maintain a professional demeanor  
Willingness to have a flexible schedule and travel periodically  
Highly proficient with Microsoft Office Suite, especially Excel  
Excellent writing and editing skills  
Excellent public relations and verbal communication skills  
Must be very detail-oriented and able to work independently  
Familiarity with the salmonid restoration field a plus  
Must be willing to work in the SRF office in Eureka  
Must have a valid CA Drivers License and reliable access to a vehicle  
Must be able to lift up to 50lbs

**Desired Skills:** Proficiency in CRM databases including generating queries, data entry, etc.  
Proficiency in editing and posting on a Content Management System website  
Proficiency in QuickBooks or general accounting principles is greatly desired

Please submit a resume, cover letter, and three professional references to [srf@calsalmon.org](mailto:srf@calsalmon.org) and write Administrative and Project Assistant in the subject line