



Mattole Restoration Council

Job Opportunity

Administrative and Outreach Assistant

Closes May 24, 2024

The Mattole Restoration Council (MRC) is seeking an Administrative and Outreach Assistant to join our team.

The position requires 5-10 hours per week and is based in the Petrolia office. Starting wage is \$18-\$22 per hour DOE and includes paid vacation, training stipend, sick leave, and a SIMPLE IRA plan with a 3% employer match. The position could grow to up to 20 hours per week for a qualified candidate.

Applicants must be able to work most of their scheduled hours during regular office hours (Monday- Friday 9am-5pm).

Applicants should be well organized with attention to detail, an eye for numbers, and a familiarity with Word, Excel, Google Drive, and Adobe. The Administrative and Outreach Assistant is responsible for an evolving and diverse mix of administrative tasks including but not limited to the following specific duties:

- Process and file purchase orders, invoices, and deposits
- Manage member gifts and renewals
- Regular office organizing and cleaning
- Manage Social Media accounts
- Manage merch sales and inventory
- Drop off and pick up mail; sort, distribute, process as appropriate
- Work with Executive Director and Board on annual fundraising drives and events
- Manage online newsletter and newsletter sign up (with the support of Web Designer)
- General support to Program Managers, Project Coordinators and Bookkeeper with project tasks as needed

Please send a resume or any questions to vroom@mattole.org and emily@mattole.org