

**Administrative Assistant
to the Finance and Administration Department
Save the Sound**

Full Time Staff Position in the New Haven, CT Office

Would you like to combine your superior organizational and administrative skills with your passion for the environment and outdoors? If so, you can fuel the success of our region's pre-eminent environmental non-profit organization. Consider joining Save the Sound as the Administrative Assistant to the finance, administration and human resources department. We are seeking a highly organized, energetic, personable individual with a strong attention to detail to assist with tasks that are essential to the operation of our finance, administration and human resources team, and the whole organization.

Who We Are

Save the Sound leads environmental action in your region. We protect the Sound, restore its rivers, fight climate change while building resilient communities, and save endangered lands. We do this in many ways, from legislative advocacy and legal action to engineering, environmental monitoring, and hands-on volunteer efforts. For more than 40 years we've been ensuring people can enjoy the healthy, clean, and thriving environment they deserve—today and for generations to come.

Our organizational leadership and staff are working to deepen Save the Sound's diversity, equity, and inclusion. We seek to attract a more diverse applicant pool. We seek to add and retain more outstanding people of color to all levels of our team. We work in diverse communities and landscapes, and are actively working to increase our focus on driving environmental justice action for equitable outcomes within diverse communities through our work.

Visit www.savethesound.org to learn more about our mission, vision, and programs.

The Position

Our finance and administration department oversees the organization's financials and budget, audit, human resources function, IT, the front desk and office phone, timesheets, expense reports, etc. The Administrative Assistant will be a member of our finance and administration department (including human resources and IT), based out of the New Haven office, and will report directly to the Chief Finance and Administrative Officer (CFAO) as well as the Associate Finance and Administrative Director. This is an administrative position that supports: 1) the interface of the organization by answering and responding to the main phone line and welcoming guests and staff into the office at the front desk, 2) the Finance department's organization and efficiency, and 3) the Human Resources department. This position plays an integral role in assuring efficient, high caliber customer service as a basic standard of Save the Sound. Through the effective execution of job responsibilities, this position assures a positive and inspiring reflection of the organization.

The majority of the Administrative Assistant's time will be invested in:

1. Providing support to the Chief Finance and Administrative Officer (CFAO) with their key responsibilities, such as the annual audit, calendar management, composing and proofreading correspondences, managing files, maintaining lists and action items, etc.

2. Working closely with the Associate Director of Finance and Administration and the HR department in organizing their personnel files, processes, posting open positions, onboarding new hires, and communications with staff.
3. Assisting the organization with office management tasks such as ordering, organizing, managing the phone, postage, sorting mail, communicating important messages to staff, welcoming guests, etc.

Save the Sound will provide a laptop computer, access to our company server and remote IT support as needed. All company meetings are taking place on Zoom or via conference call at this time and into the foreseeable future.

Key Responsibilities:

- Provide administrative support, including but not limited to answering the main phone, responding to emails, scheduling, welcoming and signing in guests, organizing electronic and hard copy files, coordinating internal communications from the department and generally supporting the Chief Finance and Administrative officer in their duties.
- Carry out other administrative duties such as filing, typing, copying, binding, scanning etc.
- Exhibit polite and professional communication via phone, e-mail, and mail.
- Support the Finance and HR team by performing tasks related to organization and strong communication. Develop and update administrative systems to make them more efficient.
- Assist directors of the department in organizing their priority tasks and duties. Assist the HR department with their responsibilities and bring in efficiency. Help out with posting open positions, new hire onboarding and maintaining personnel files.
- Develop staff by providing information, educational opportunities, and professional development opportunities as part of HR.
- Be a liaison between the IT consultant and staff with IT requests; answering staff's requests via email and phone and responding in a timely manner.
- Ensure operation of office equipment by completing maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Responsible for receiving, sorting and disrupting mail and packages regularly; oversees ordering and printing postage and mailing packages for the organization.
- Update the staff phone and email directory as needed.
- Other responsibilities as assigned; the role is not limited to these outlined tasks.

Qualifications and Desired Characteristics:

- Associates degree and/or three years' experience in a similar position.
- Ability to maintain confidentiality of information and records.
- Experience and interest working in human resources and/or the finance department.
- Experience working in a non-profit environment.
- Knowledge of office management systems and procedures.
- Excellent written and verbal communication skills, including the ability to communicate clearly across programs and departments.
- Superior organizational and time management skills. Ability to complete assignments independently, professionally, and in a timely manner. Ability to make decisions about how to manage and organize own workload, which may include multiple tasks and projects.

- Ability to work under the pressure of tight deadlines, able to take lead with minimal supervision; able to jungle multiple tasks and responsibilities.
- Excellent follow-through; close attention to detail.
- Demonstrated ability to identify procedural problems or inefficiencies and to recommend and implement improvements.
- High proficiency with Outlook, Word and Excel. Database proficiency is critical.
- Positive outlook, energy and diplomacy; openness to learning new skills; flexibility in the face of changing priorities.

Common Organizational Job Responsibilities:

- Strongly motivated by the organization’s mission, values and vision.
- Maintaining positive and productive working relationships with all Save the Sound staff members, including providing and receiving constructive feedback,
- Participating in building productive relationships with Save the Sound's members, external partners, policy makers, and the general public and;
- Participating in organizational meetings and activities as requested, such as monthly staff meetings, trainings, and ad hoc planning committees.
- Completing all administrative work on time, such as time sheets, purchase orders, project reports and planning documents.

COVID-19 Considerations: Due to the COVID-19 pandemic, only the administrative department and select staff who need access to the office are reporting regularly in-person, with the remainder of the team working remotely. This position will work in the office and remotely, and will develop a schedule that works for the employee and the department.

Compensation: This is a full-time, 40 hour per week, non-exempt position. Salary is commensurate with experience. Comprehensive benefits package includes health insurance, 403b, life and long-term disability insurance, paid holidays, generous paid vacation days, and opportunities for professional development.

To Apply: Interested candidates should e-mail a resume, cover letter, and the names of three references to adminassistant@savethesound.org with the words “Administrative Assistant Application” in the subject line.

Applications will be accepted until position is filled starting March 18, 2021. We are a thoughtful and thorough organization. We will be in touch to acknowledge receipt of your application and to schedule selected applicants for an interview. Our hiring process can take from 7 to 10 weeks. You will be informed when the hiring process is complete. Please be patient.

Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status or any other legally protected status in accordance with applicable federal, state and local laws.