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OXBOW ECO-CENTER ADMINISTRATIVE ASSISTANT

Position Now Open * Pay Rate: \$15/hour * Temporary, Full Time position (through 9/30/2020)

Position Summary:

The Oxbow Eco-Center Administrative Assistant is a full-time temporary position that supports staff and the daily operations of a nature center. Primary duties include: providing customer service, maintaining databases, processing invoices, tracking budgets, creating and pulling reports, writing memo's, assisting in promotional materials and communications with media department, and creating processes that lead to efficiencies. The individual must be a self-starter and possess strong interpersonal, organizational, and time management skills.

Knowledge, Abilities and Skills:

- Ability to interact in a positive, professional manner with various populations and age groups.
- Ability to manage, plan, organize, and implement assigned tasks independently and meet deadlines,
- Excellent customer service skills,
- Excellent written and oral communication skills,
- Working knowledge of office procedures and generally acceptable accounting practices,
- Knowledge or ability to gain knowledge of point of sale system,
- Internet literacy and high proficiency with MSOffice 2000, including Word, Excel, Publisher, and Outlook,
- Ability to present budgetary and financial information in an organized and understandable manner,
- Ability to maintain a file retrieval system in electronic format,
- Ability to work a flexible schedule as needed.

ESSENTIAL JOB FUNCTION:

- Greet Visitors, Answer Phones, Respond to E-Mail Inquiries
- Electronic File Management
- Assist with Maintenance Sensitivity issues
- Revenue Reports, bank deposits, transmittal
- Database Input, Tracking and Reporting
- Accounting – process invoices, coordinate processing and transmittal of Purchasing Cards, Track budget
- Assist in writing memo's; submitting agenda items
- Grants: tracking, invoicing, reports
- Coordinate and set-up meetings
- Coordinate Travel Requests and Reimbursements
- Manage Supplies – Office, cleaning & operational
- Submit Work Orders and ensure completion of work
- Assist in Program Registrations
- Assist in marketing and promotion, working closely with Media Department
- Assist in development and distribution of promotional materials
- Oversee Webpage updates
- Assist with events and programs
- Performs related work as requested or assigned