



Job Announcement - Friends of Santa Cruz State Parks (Friends)

Title: Senior Administrative Assistant
Reports to: Administrative Director
Time Base: Full time

About Friends of Santa Cruz State Parks

Established in 1976, Friends of Santa Cruz State Parks (Friends) is a vital partner with California State Parks, creatively working to ensure our cherished local parks and beaches are thriving and available to all. Friends' innovative and collaborative community partnership provides support and investment for education, equity and inclusion, conservation, facilities improvements, historic preservation and cultural events. Friends currently operates a robust online Park Store offering nature- and history-themed merchandise for sale to benefit local parks and beaches. Learn more at ThatsMyPark.org or via Facebook, Instagram, Twitter, YouTube and Pinterest.

Summary

This position provides administrative support for a non-profit organization that partners with California State Parks to co-manage the State Parks in the Santa Cruz District. The Senior Administrative Assistant supports the board and the various board committees; provides administrative assistance to the Executive Director and other staff; and works closely with the marketing team for the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Provide meeting support for the board and committees, including meeting notices, packets, slides, minutes; and coordinate preparation and debrief sessions;
- Provide staff support for the Board, including meeting support above; taking minutes; ensuring that action files are up to date; and updating and maintaining their electronic portal and intranet site;
- Assist the Executive Director and Administrative Director;
- Serve as liaison with marketing team; track development of various pieces of collateral and social media content; provide first round edits and work with various team members to compile edits and present them to the marketing team in a clear manner; collect requests for marketing materials from other staff and partners then process and obtain approvals for the materials and work with the marketing team;
- Host Zoom meetings and manage Friends' Zoom account (scheduling and troubleshooting);
- Oversee some small projects;
- Provide administrative support to other staff members;
- Interact with staff, members, volunteers, vendors and visitors;

- Other duties as directed.

Other Responsibilities:

- Establish and maintain effective channels of communication with partners, co-workers, contractors, clients, affiliates, vendors and all other business contacts;
- Use equipment and materials in a safe and acceptable manner, follow established safety procedures, use appropriate safeguards and observe common sense rules of safety in all on-the-job activities;
- Conduct self in a manner reflecting credit on the organization and encourage others to do the same.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required, but are not an exhaustive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Commitment to the mission of ensuring that our local state parks and beaches are thriving and available to all;
- Commitment to the values of Friends, which include: innovation, equity, inclusion, sustainable stewardship, collaboration, kindness, voice/advocacy, and accountability.
- Bachelor's Degree or equivalent education and experience and a minimum of two years' similar work experience in a comparable role;
- Strong written and oral communication skills;
- Ability to work and thrive in a collaborative team environment and with organizational staff, volunteers, board members, community members, consultants and vendors;
- Ability to work independently and accurately with minimal supervision and the ability to make sound, independent decisions;
- Ability to handle multiple priorities and manage multiple projects within deadlines;
- Ability to work well under pressure;
- Demonstrated leadership capabilities and strong interpersonal skills;
- Ability to interpret rules, regulations and policies;
- Excellent analytical, abstract reasoning and organizational skills;
- Must have a valid driver's license with a good driving record and a reliable vehicle in good working condition; Mileage reimbursement provided upon submission.

WORKING CONDITIONS: The working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Variations in conditions may occur under certain circumstances.

ENVIRONMENT:

- Some of the time performing job duties is spent indoors, within a standard office environment.
- Some of the time is spent on-site at parks.
- Noise level in the work environment is usually moderate.
- The temperature of the work environment is usually moderate.

PHYSICAL DEMANDS:

Job may require some or all the following abilities:

- Bend, twist, push, pull, climb, squat, crawl, reach, and kneel;
- Sit, climb or balance; stand and walk; grasp with hands and fingers; and lift up to 25 lbs.;
- Use hands to finger, handle or feel objects, tools, or controls.

TRAVEL:

- This job requires some travel to meetings.

Equal Opportunity Employer

To provide equal employment and advancement opportunities to all individuals, employment decisions at Friends of Santa Cruz State Parks (Friends) will be based on merit, qualifications, and abilities. Friends does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including breastfeeding and conditions related to breastfeeding), gender (including gender identity and gender expression), national origin, ancestry, age, mental or physical disability, medical condition, genetic characteristics and information, marital status, registered domestic partner status, military and veteran status, sexual orientation or any other characteristic protected by law. In addition, in accordance with California law, Friends does not discriminate on the basis of the following categories: possessing a California driver's license issued to an undocumented person; a lawful change of name, Social Security Number or federal employment authorization document; or receipt of public assistance in the form of Medi-Cal coverage.

Compensation

Non-exempt, full-time. Starting wage \$24.04/hour; vacation & sick pay; 17 paid holidays; 403(B) retirement savings plan with employer match; health insurance; Flexible Spending Account for healthcare expenses; group dental, vision, acupuncture and chiropractic insurance available.

Deadline to apply

Open until filled.

How to apply

Send cover letter and resume to: jobs@thatmypark.org or

Friends of Santa Cruz State Parks

Attention: Human Resources

1543 Pacific Avenue, Suite 206

Santa Cruz, CA 95060

We will respond to all applications under active consideration.