

Palmetto Conservation Foundation Office Administrator Position

The Office Administrator position includes basic office duties as well as public relations and community outreach initiatives. This position includes assisting with PCF's Senior Explorer and Junior Trailblazer programs. The position also includes the opportunity to develop additional initiatives that enhance our mission. This position will start as full-time hourly with the possibility of turning into full-time position with benefits after review.

Responsibilities:

- Maintain and update website for PCF and GOLS.
- Create and distribute monthly newsletter for PCF and GOLS.
- Assist in planning events and coordinating logistics.
- Perform administration of office support.
- Maintain calendar and schedule meetings for Executive Director.
- Coordinate board meeting logistics.
- Answer phones during office hours.
- Promote PCF/GOLS events through statewide media outlets.
- Write press releases for current events.
- Update and maintain Facebook, Twitter, and Picasa accounts for PCF/GOLS.
- Create and distribute promotional materials for events and programs.
- Schedule, coordinate, and lead Senior Explorer program.
- Assist in scheduling and teaching the Junior Trailblazer program.
- Assist other staff with programs and projects.

Qualifications:

- Bachelor's degree.
- Experience in office administration.
- Should be a talented writer.
- Experience with Constant Contact preferred.
- Proficiency with the Microsoft Office Suite including Front Page.
- Experience with Facebook, Twitter, and other social networking outlets.
- Exhibit sound judgment and ability to work well independently and innovate ways to enhance the organizations effectiveness.
- Excellent organizational and oral/written communication and negotiation skills.
- Strong interest in the outdoors.
- Knowledge of outdoor and environmental education preferred.
- Works well with children and youth.
- Work as part of a dynamic team to advance PCF's mission.

Please email your resume and cover letter to kari@palmettoconservation.org.

