

Georgia River Network

Part Time Administrative Assistant

Posted: December 5, 2011

Start Date: Open until filled

Position Location: Athens, Georgia

Georgia River Network (GRN) seeks an Administrative Assistant as part of our growing team working to protect and restore rivers and streams across Georgia.

Who We Are:

Georgia River Network is a growing organization that has worked for the last 13 years to ensure a clean water legacy in Georgia by engaging and empowering Georgians to protect and restore our rivers from the mountains to the coast.

Together with our supporters, board, staff, and network we work to protect and restore Georgia's rivers by engaging more people in their protection, empowering Georgia's network of 30+ groups working to protect our waterways, and advocating for strong protections for Georgia's rivers, streams and lakes. Visit our website www.garivers.org to learn more about what we do and how we do it.

Our culture is collaborative, hard-working, and impact and results driven. We believe in planning for our future and working our plans. We provide our staff with competitive salaries, a generous vacation policy, medical, vision, and life insurance, and a matching 401k retirement plan. We strive toward a sustainable work environment where attention is paid to balancing dedication to our work with other aspects of life. Our operation is based out of Athens, GA, a college town, with a relatively low cost of living and great quality of life.

Our board is hard working and engaged, bringing an amazing variety of talents, skills, and connections that greatly impact our success.

Throughout our history we have accomplished a lot: we've supported the start up of several new river groups in Georgia and we started Paddle Georgia, which this year, the 7th consecutive year, sold out in record time and received widespread coverage in local, regional, and statewide print, television and radio media. Throughout the 7 years of Paddle Georgia, we have directly introduced over 2,100 people to Georgia's rivers, paddled over 700 miles, raised over \$110,000 for river protection throughout Georgia, and have grown to become the largest week long canoe and kayak camping adventure trip in the country. We recently began work with UGA Press to develop a series of "Georgia River Network Guides", and we will soon begin our first book, "A Etowah River Users Guide." We started a new Water Trails project to engage more Georgians and communities in river protection. We provided services to over 30 river groups to empower them to address the problems in their watersheds. We began a Re-Grant program, funded by the Turner Foundation, to award

grants annually to Georgia river groups working to address local problems impacting rivers. We serve a leadership role in the Georgia Water Coalition (GWC), a coalition of 182 environmental, conservation, hunting and fishing, and faith based groups and businesses working together to promote clean water for current and future generations. We lead the communication efforts for the Coalition and the development and coordination of campaigns to address important policy needs. We also joined in lawsuits to appeal permits that should not have been granted for environmentally damaging projects and have been out in front advocating for strong protections for our rivers.

Over the last 5 years we have grown our staff by 2 full-time and 2 part-time positions. In the next 3 years we have many opportunities to increase our programs and impact and we want to increase our staff by another 3 full-time positions.

Who we are looking for:

You are a person who takes initiative to make the world a better place. People often say you “see something that needs to be done, and you do it, if you don’t know how, you figure it out.” People also describe you as “dedicated,” “passionate,” “talented,” “driven,” “outgoing,” “a hard worker,” “friendly,” “innovative,” “helpful,” and “sincere.”

You like being with people, being creative, being productive, being organized, and being engaged in what’s going on in the world, our country, our state, and our community.

You actively read/listen/watch/surf the news and know what’s happening in the world, and in Georgia. You are interested and invested in what’s going on and know the lay of the land. You’re a people person who wants to be involved in what’s going on in the community. You enjoy the outdoors and spend time hiking, walking, paddling, and just being in it, and like to give other people the opportunity to do those things too.

You believe nature, and in particular our waterways, are special for a number reasons: because they are places that families go to have fun and spend time with each other; they are part of peoples’ heritage of fishing, hunting, paddling, contemplation, and religious practice; they provide us with water for our homes and for drinking; and they are the lifeblood of our communities. You know that you have a role in protecting these places and resources for current and future generations. You believe your role is in helping others to connect with Georgia rivers.

The job we need you to do:

Provide program assistance to support all program areas and GRN staff.

- Administrative: Provide general administrative support with tasks such as word processing and filing. Assist with local errands. Assist with volunteer management.
- Office Management: Assist with general office space management including communication with landlord on any facility issues, assisting with office recycling, organizing and ordering in-office resources and supplies.

- **Communications:** Be the first line of contact at Georgia River Network by answering phone and email inquiries, providing requested information and/or directing people to resources; regularly update the website with current events and information; organize photos and media; post events to social media outlets and blogs; assist with solicitation of prizes and donations for our events.
- **Fundraising:** Make follow up calls to potential prize and auction donors, assist with organization and implementation of Paddle Georgia Canoeathon and Weekend for Rivers Auction.
- **Membership:** Assist with the mailing of our membership renewal notices and appeals. Assist members with information inquiries.
- **Weekend For Rivers:** Provide assistance to our annual Weekend for Rivers Event by assisting with website information updates, event registration and preparation, and collection and posting of photo and videos.
- **Paddle Georgia:** Attend our annual Paddle Georgia trip held each June to provide full event support on all event logistics.
- **Advocacy –** Assist the Executive Director with advocacy work by maintaining the Georgia Water Coalition website and assisting with meeting organization as needed.
- Assist with other GRN programs, projects, and events as needed.

The AA reports directly to the Director of Administration and Outreach.

What qualifies you for the job:

- Expertise, experience, traits and skills matching many of the job responsibilities, proficiencies, and attributes listed above
- Proficiency with Microsoft Office programs including Word, Excel, Publisher, Outlook, and Power Point; social media programs including Facebook, Twitter and You Tube; and working knowledge of Adobe programs, Joomla, Macromedia Dreamweaver and Donor Perfect is a plus.
- Valid driver's license, and ability and willingness to travel in Georgia on occasion, providing for your own transportation. Travel expenses are reimbursed.
- Ability and willingness to regularly work flexible hours, including evenings and weekends. Job Type: Part time (20 hours/week).
- A bachelor degree.
- Enthusiasm and passion for protecting and restoring Georgia's rivers
- Ability to work independently and cooperatively with others
- Excellent organization and time management skills
- Superior verbal and written communication skills
- Orientation towards service
- Basic understanding of watershed protection issues and non-profit organizations is helpful
- Ability to conduct complete and thorough research

Compensation: \$10 per hour

Application Procedures: Please submit a resume, cover letter, and samples of relevant work products demonstrating how your traits, expertise, experience, and skills match the job responsibilities and qualifications. Please submit application materials electronically to Dana Skelton, Director of Administration & Outreach, dana@garivers.org. No calls, please.

Our Non-Discrimination Policy: Georgia River Network is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, religion, color, political affiliation, disability, national origin, gender, sexual orientation, or age.