



## Friends of the St. Clair River Office/Administrative Assistant Position Description

**Reports to:** Executive Director/President

**Employment:** Volunteer position

**Application deadline:** Rolling

**Location:** 301 N 9<sup>th</sup> St, St. Clair

**Hours:** 3-10 hours/week, flexible

### Position Description

Friends of the St. Clair River is Michigan's Thumb Coast largest environmental non-profit organization serving St. Clair County since 2007. Our work includes river restoration, environmental monitoring, and invasive species removal to environmental education and trail management. We value the rich natural resources of our watershed and are committed to improving the quality of life for all people, plants, and wildlife within its boundaries.

We are looking for an organized, hardworking, and enthusiastic individual to help keep the Thumb Coast Watershed Center functioning smoothly. This volunteer position provides an experience with a dynamic and diverse, growing environmental organization while ensuring Friends of the St. Clair River's programs and operations have adequate support, visibility, and engagement.

This position will assist with keeping the office staffed, orderly, and operating efficiently and effectively. This position will include greeting and answering clients' questions, organizing, assisting with projects and event planning, and other administrative tasks assigned by the Executive Director or other Friends staff.

### Primary Responsibilities

- Assist with event preparation
- Create, copy, and fold brochures and bulk mailings
- Data entry as needed
- Manage tasks efficiently to ensure that they are completed in a timely manner
- Occasional special tasks including grant research, file auditing, etc.
- Abide by Friends of the St. Clair River Policies and Procedures

### Qualifications

- Good listening and communication skills
- Office and administration experience preferred
- Ability to create and stick with a regular schedule, including a commitment of 3-4 hours per week
- Ability to communicate with the supervisors about special accommodations or absences

### Apply

Online application: <https://form.jotform.com/201274600885151>

Mail to: Friends of the St. Clair River, P.O. Box 611496, Port Huron, MI 48061

Email: [info@scriver.org](mailto:info@scriver.org)