

New England Science & Sailing (NESS) is looking for entry level Administrative Assistants who have experience in customer service, working with kids, and an understanding of working on and around the water. This individual must be motivated, have proven organizational skills, know how to multi-task and be able to work within a team as well as on their own.

Duties and Responsibilities

- Provide exemplary customer service, greet customers, answer general inquiries, and provide tours of NESS
- Assist customers with program introduction, registration and website navigation
- Supervise NESS students (ages 4 to 14), during the lunch hour and before or after program
- Perform office duties including but not limited to, mailing, filing, and photocopying
- Answer and record marine radio calls and phone calls
- Uphold a professional manner at all times
- Assist in implementing NESS safety plan and adhering to all CT state camp regulations
- Communicate effectively with students, parents, and staff, demonstrating a high degree of maturity, professionalism, and sense of responsibility for the program
- Assist customers in use of NESS equipment, such as provide a kayak or SUP demonstration
- Perform other office tasks and program support as designated by a NESS Manager

Requirements

- Must be 18 or older
- Previous office administration experience preferred
- Strong communication, decision making, and logistical skills
- Must be highly organized with strong attention to detail
- Current American Red Cross CPR/AED and First Aid (May be able to obtain certification through NESS)
- Working knowledge of Microsoft Word and Excel
- Enjoy working with adults and children of various ages
- Able to collaborate and work effectively with fellow employees
- Must be able to lift/carry kayaks and stand-up paddleboards short distances
- Pass government background check
- Preferred summer schedule of June 1st through the end of August

Compensation commensurate with experience

NESS is an Affirmative Action/Equal Opportunity Employer

Please send your cover letter and resume to: jobs@nessf.org subject: Administrative Assistant

About NESS

New England Science & Sailing Foundation, Inc. (NESS), is a nonprofit 501(c)(3) ocean adventure education organization that engages students in experiential learning to build confidence, teamwork, and leadership skills. Marine sciences, adventure sports, powerboating, and sailing are platforms for inquiry-based learning, personal discovery, teaching respect and responsibility for the sea, and creating connections with the community. NESS operates year-round with families,

schools, and organizations to provide high-quality programs that blend an innovative curriculum with exciting ocean adventure activities. For more information, visit www.nessf.org