

New England Science & Sailing (NESS) is looking for an Administrative Assistant who has experience in a variety of administrative office and clerical tasks with a strong focus on computer programs and database knowledge. This is a key position for a positive, energetic, well-organized individual. The ideal candidate must be detail-oriented, able to work on multiple projects simultaneously, creative and flexible. Success directly contributes to NESS achieving its long term strategic goal of building its year-round business, expanding and engaging its donor base, and fulfilling its mission of building brighter futures through ocean adventures. As a passionate, energetic professional, the Administrative Assistant has an important role on an award-winning team in a rapidly growing organization. This non-exempt, full-time, year-round position reports to The Managing Director, Ops. & HR.

### Duties and Responsibilities

- Act as the general assistant to NESS's Administrative, Advancement, Education, and Operations teams.
  - Work with Administrative and Advancement team on projects and tasks based on priority.
  - Receive and process donations and payments for program
  - Coordinate and produce direct mail projects
- Provide support for NESS related functions and events
- Support NESS's administration and operations for school and organization customers
- Communicate effectively with fellow co-workers, demonstrating a high degree of maturity, and sense of responsibility for the organization
- Uphold a professional manner at all times
- Perform other duties and tasks, as assigned

### Requirements

#### Education/Certifications

- Bachelor degree preferred, High School diploma required
- Considerable experience in related field

#### Experience/Skills/Knowledge

- Previous office administration experience preferred
- Strong communication, decision making, and logistical skills
  - Professional and articulate on the phone and in all personal interaction with constituents
- Proven working advanced knowledge of Microsoft Office (Word (including Mail Merge functionality), Excel, PowerPoint, and Publisher)
  - Working knowledge of Donor Perfect or comparable software applications
- Ability to carefully proofread and edit
- Able to collaborate and work effectively with fellow employees and volunteers
- Excellent organizational and analytical skills
- Detail-oriented with a penchant for accuracy
- Discretion and professionalism in dealing with sensitive and confidential information
- Occasional evening and weekend work
- Criminal History Check

Compensation commensurate with experience

**NESS is an Affirmative Action/Equal Opportunity Employer**

Please send your cover letter and resume to: [jobs@nessf.org](mailto: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](http://www.nessf.org)*