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## Office Manager (Part-Time)

LOCATION: Jug Bay Wetlands Sanctuary, 1361 Wrighton Road, Lothian MD 20711

OPEN PERIOD: Monday June 24 – Monday July 24, 2019 or Until Filled

BASE SALARY: \$14.50 / hr

POSITION INFORMATION: Part-Time (28 hrs/week)

WORK SCHEDULE: Wednesday, Half-Thursdays, Friday, and Saturday

### Main Duties

- Conduct general office duties: greet and orient visitors to the park, answer phones and emails, collect park admission fee, maintain supplies of maps, brochures, etc.
- Purchase environmentally friendly office supplies and other supplies and equipment as needed.
- Manage and submit reports for credit card, petty cash, and cash register in a timely manner.
- Pay monthly bills and make bank deposits.
- Process weekly payroll/time cards for Sanctuary staff.
- Track the Sanctuary's budget, including purchases, expenses, etc.
- Track monthly public visitation and generate related report.
- Conduct and reconcile annual inventory of Sanctuary equipment.
- Coordinate facility rentals, special events, and other contracts with outside organizations.
- Organize and schedule meetings and appointments.
- Train and manage office volunteers. Maintain consistent office coverage.
- Assist with creating monthly reports and Marsh Notes newsletter.
- Manage Sanctuary's website updates, new content, and overall maintenance; lead social media efforts.
- Assist with Sanctuary public programs, special events, and fundraising events.

### Qualifications

- Associate's or bachelor's degree in Business Administration or two years related experience.
- A demonstrated passion and commitment for the natural world is a must!
- Strong customer service, communication, and writing skills.
- Two years' experience on budget management.
- Proven office management, administrative, and/or accounting experience.
- Excellent time management skills and ability to multitask and prioritize work.
- Experience working with volunteers.
- Excellent organizational and planning skills.
- Proficiency in Microsoft office suite, Google suite products, and other computer skills.
- Demonstrated experience in the management of website content and other social media outlets.
- Experience delivering nature programming for the general public is a plus.
- Have a valid driver's license.

### About the Sanctuary

The Jug Bay Wetlands Sanctuary is a 1,700-acre Regional Park in southern Anne Arundel County, Maryland. The Sanctuary is operated by the county's Department of Recreation and Parks and is part of the Chesapeake Bay National Estuarine Research Reserve in Maryland. The Patuxent River, a major tributary of the Chesapeake Bay, flows through the Sanctuary. Thousands of visitors, school children, university students, and volunteers, along with many government resource agencies and conservation organizations, visit the Sanctuary every year to learn about and study the natural world and to participate in citizen science projects.

Our mission is to increase awareness, understanding, and appreciation of estuarine and other natural ecosystems and their conservation through outdoor education, research, stewardship, and volunteering. To learn more about the Sanctuary, please visit our web site at [www.jugbay.org](http://www.jugbay.org).

**APPLICATION**

Please send a cover letter and your resume, along with the names and contact information for three professional references to: Patricia Delgado (Park Superintendent) at [rpdelg88@aacounty.org](mailto:rpdelg88@aacounty.org)