



Title of Position: Administrative Assistant

Reports To: Executive Director

Supervises:

About the Ney Nature Center: The Ney Nature Center is dedicated to the preservation of the natural state of its surroundings, restoring and preserving the buildings of historical significance, and engaging the greater community in connecting with the natural world on the 446 acres of park land, bequeathed by Ruby Ney and Don Ney to LeSueur County of Minnesota.

Through innovative high-quality interactive programming, the Ney Nature Center brings generations together connecting them with the natural world and inspiring their commitment to preservation and building their desire for natural world engagement.

Position Summary:

Through the guidance and approval of their immediate manager, the Administrative Assistant is responsible for the overall interface with members and site visitors, office duties and administrative support of the Ney Nature Center Executive Director. This includes working in various capacities with other staff members, hosting and facilitating site visitors and program participants, data capture, and general nonprofit organizational tasks.

Job Responsibilities:

- Strategic Plan: Actively participates in implementing initiatives and actions assigned through the strategic plan; provides staff support for status updates;
- Strategic Plan: Provides content and technical support of the organizational development initiatives and actions items in collaboration with the Executive Director and other staff members;
- Direct Administrative Support: provides office administrative support to the Executive Director(i.e. committee note taking, board minutes;)
- Fling Fundraiser: Fills a major planning role in the Annual Fundraiser planning and implementation;
- Volunteer coordination: maintains relationships with volunteers, tracks hours and tasks, recruits for volunteer tasks, and communicates volunteer opportunities;
- NNC Site Host: greeting visitors at the center and on the grounds; responding to inquiries; maintaining kiosks and handouts;
- Participant Registration: providing telephone and onsite registration support;
- Schedules facility rentals; ensures building facility is prepared for rentals;
- NNC Membership: maintains accurate and timely membership information; facilitates the membership renewal process; initiate membership mailings;
- Annual Report: gather, create, and coordinate contributions to the annual report; support printing and digital distribution;
- Filing and office organizing: structures and maintains filing of office documents and site materials; maintains office supply inventory;
- Data Entry & Info analysis: enter data for all requested areas of the operation; provide reports as needed (i.e. donations records, volunteer hours, & park/program user zip codes;)
- Public & school Programs: provide logistic and event support for all programming;

- Contribute to the photo database by taking pictures during events, programs, and around the park;
- Oversee and create fundraising materials for specific events (i.e. Fling Fundraiser,) and campaign topics (i.e. funding campaigns, public awareness, annual campaign) as needed (brochures, flyers, posters, videos, etc.);
- Marketing as it relates to fundraising & membership:
 - Print: Identify regional and community opportunities and develop a plan for releases
 - Newsletter: develop annual content plan; coordinate articles with staff and volunteers
 - Social Media Marketing: Contribute to Facebook & Instagram / Website / Internet Listings /Blog Postings;
- Additional duties, as assigned.

Qualifications

- Previous experience and/or education directly related to job responsibilities;
- Computer user skills: Office Suite – word processing, spreadsheets; data base entry; social media site content development and update;
- Physical demands: repetitive keyboard use; copier and printer maintenance; occasional lifting of 20 lbs items to a rare 50 lb items;
- Very good oral and written communication skills.