Job Opportunity

Office Assistant
The Anacostia Watershed Society (AWS) seeks an energetic and enthusiastic Office Assistant to support the day-to-day operations of the organization. This full-time, non-exempt, entry-level position will provide general administrative, clerical, reception, and other organizational-wide support under the direction of the Senior Vice President/Chief Operating Officer. We are looking for a multi-tasker with excellent organizational skills, verbal and written communication skills, computer skills, and an upbeat attitude. Candidates should be able to assist management and all visitors by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and generally being a helpful and positive presence in the workplace.

The Office Assistant is an integral part of the organization and will be an exciting opportunity to contribute to the watershed’s restoration and the engagement of diverse communities, partners, and other stakeholders to deliver on our mission to protect and restore the Anacostia River and its watershed by bringing partners and communities together to achieve a clean and safe Anacostia River for the benefit of all living in its watershed and for future generations.

About the Anacostia Watershed Society
Since its founding in 1989, the Anacostia Watershed Society has worked to attend to the environmental needs of the Anacostia River and its watershed communities. Over the past 30 years, AWS has grown and developed from a small group of concerned individuals into an award-winning $3 million non-profit that is deeply involved in a cause that affects many different communities within the 176 square mile region of the Washington, D.C. metro area.

As part of its mission, the Anacostia Watershed Society is invested in local areas, working with schools and students throughout Washington, D.C. and Montgomery and Prince George’s counties, engaging them in an experience that educates them through hands-on service and allows them to play a part in the continuing improvement of the Anacostia Watershed. In addition, AWS serves as a voice for the river; advocating for and actively involving itself in policies, actions, and programs that protect its ecological health, improve water quality, and work to mitigate the negative effects of stormwater, bacteria, and trash.

Throughout our existence, much progress has been made. The river has been subjected to heavy pollution for centuries and considered unfit for fishing and swimming for decades. It was once littered with trash and the wetlands had been almost entirely destroyed. With the work of AWS and help from others, we are now at a point where it is possible to look away from past devastation and focus on the future. The organization works towards a “Waterway to 2025” and envisions a future where the river is swimmable and fishable by 2025.

Key Accountabilities:
1. Complete a broad variety of administrative and clerical tasks in support of the organization and the leadership team.
2. Provide operational support in the daily business operations of the organization (i.e. Finances, Human Resources, Information Technology, Facilities Management, and Board/Board Committee Work).
3. Reception and relationship management: Greet office guests, maintain positive and professional staff and client relationships, answer phones, and compliance with our office safety practices.
4. Document and inventory management: Manage the inventory office records, resources, machines, facilities, and other systems and equipment.
5. Perform other general office administrative and clerical duties as assigned and requested.
6. Participate in organization-wide events and efforts, such as community and field/on-the-river events, AWS Board meetings, fundraising and outreach events, Earth Day signature event, and other tasks as assigned.
Key Requirements:
1. Prior administrative experience required.
2. Excellent computer skills, especially typing. Experience in MS Office (Word, Excel, and PowerPoint) required.
3. Excellent written and verbal communication skills.
4. Excellent organizational skills. Attention to detail. Proven time management skills with the ability to handle multiple tasks at the same time without sacrificing attention to detail. Ability to organize priorities, meet deadlines, and manage peak periods of activity.
5. Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills. Desire to be proactive and create a positive experience for others. Develop and sustain a level of professionalism among staff and clientele.
6. Uphold a strict level of confidentiality.
7. Willing, motivated, and able to work a flexible schedule that includes some evenings and weekends, work in the field, often outside in variable weather, travel, and driving to sites. Some physical work required (i.e. ability to lift up to 30 pounds).
8. Paddling and/or boating experience desired.
9. Self-motivation, innovation, and resourcefulness in doing whatever it takes to get the job done well.

REQUIRED QUALIFICATIONS & EXPERIENCE:
- 1-3 years of relevant experience in an office setting, preferably in an administrative or clerical role.
- High school diploma or general education degree (GED) required, Additional education/credentialing preferred.

We are offering a competitive compensation package that includes a competitive base salary and benefits package. Salary range is in low to mid $30Ks depending on experience.

Interested applicants should email a cover letter and résumé formally expressing your interest to askhr@anacostaws.org.

AWS encourages and embraces diversity.