



Administrative Assistant

Location: Silver Spring, MD
Supervisor: Vice President

Overview of Position

The National Marine Sanctuary Foundation seeks an Administrative Assistant to support its Grants & Contracts and Finance departments' work. The Administrative Assistant is part of a larger collaborative team at the Foundation's headquarters office in Silver Spring, MD, and reports directly to the Vice President.

Responsibilities

Grants and Contracts

- Enter data into the Foundation's online project management database to maintain compliant grant, contract, and award files.
- Pull reports from the Foundation's online project management database to support the needs of Foundation departments.
- Process incoming grants and contracts and maintain files.
- Draft outgoing contracts, grants, and amendments through the Foundation's online system and coordinate approvals and signatures.
- Coordinate foreign travel requests and documentation that require approval.
- Process applications for grant and contract RFPs, including acting as a liaison for applicants, preparing materials for reviewers, and coordinating with selected awardees.

Accounting Support

- Send out monthly credit card statements to all staff.
- Assist Senior Accountant with Accounts Payable by entering and coding invoices, maintaining vendor list, and assisting in vendors' weekly payments.
- Initiate wire transfers and ACH payments.
- Receive and process checks and other payments. Deposit checks electronically.
- Manage all cash activity associated with retail operations, online, or at visitor center locations.
- Verify receipts and enter monthly PEX charges
- Ensure the all transactions are adequately documented, approved and filed.
- Support data entry into development database as needed.



Office Administrative Support

- Sort and distribute all mail.
- Purchase office supplies and equipment as needed.
- Perform general clerical duties to include but not limited to: data entry, correspondence, photocopying, document drafting, mail merging, mailing, and filing.
- Maintain electronic and some hard copy filing systems.
- General troubleshooting, responding to inquiries and expediting requests to the appropriate staff person

Qualifications

Candidates should have at least two years of experience in administrative or financial support, grants & contracts, and/or non-profit operations.

We are looking for:

- Ability to communicate effectively both verbally and in writing
- Attention to detail, skill in proofreading and formatting documents
- Ability to prepare reports and records
- Ability to plan, organize and coordinate multiple work assignments
- Ability to distinguish among competing priorities and balance demanding workloads
- Skill in developing and maintaining relationships both internally and externally
- Ability to work on multiple priority tasks concurrently
- Proficiency in Microsoft Word, Excel, and databases
- Excellent interpersonal skills and a collaborative work style, comfortable working as part of a small, hard-working team
- Enjoys challenging, fast-paced organizations dedicated to an idealistic mission

Why you will love us

The National Marine Sanctuary Foundation (“Foundation”) is a leading voice for U.S. protected waters, working with communities to conserve and expand those special places for a healthy ocean, coasts, and Great Lakes. We increase awareness of, and support for, national marine sanctuaries and marine national monuments and their vital role in ensuring a healthy ocean. The Foundation works in close partnership with the National Oceanic and Atmospheric Administration (NOAA) to increase stewardship of our ocean and Great Lakes through on-the- water conservation projects, and education and public outreach activities, and by support for research. Together, we safeguard species and the places they call home, and support coastal communities and economies. To learn more visit:

www.marinesanctuary.org

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy



- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Monthly cell phone reimbursement
- Transportation Benefits
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested.

Compensation and Benefits: \$18.75 per hour; Full Time- 40 hours per week. The Foundation offers a competitive benefits package.

Location: Washington D.C. based (Silver Springs HQ office location), with an ability to work remotely as needed.

Start Date: As soon as possible

[Apply Here](#)- Applications received before January 10, 2021 will be preferred.

The Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees.