



# THE WATERSHED FOUNDATION

## Database & Administrative Assistant

*The mission of TWF is to protect and improve water quality  
in the lakes and streams of the Upper Tippecanoe River Watershed.*

### POSITION SUMMARY

The Watershed Foundation is seeking a qualified applicant for a Database & Administrative Assistant position to take responsibility for database management, bookkeeping, meeting minutes, maintaining records, coordinating meetings and assisting with special events and outreach.

### SKILLS

The applicant should have excellent verbal and written communication skills, be detail-oriented, and computer proficient with email, Microsoft Word, Excel, Access or an equivalent database program.

### SCHEDULE

32-40 office hours, Monday – Friday with very flexible hours.

Required attendance at TWF Board meetings – 2<sup>nd</sup> Saturday morning of every month.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Enter and maintain records i.e. financial, minutes, donor database and correspondence.
2. Scan documents and process bills.
3. Balance financial records between donor database and bank statements.
4. Assist with grant reporting requirements as needed.
5. Assist in organizing special events (e.g. watershed tours, educational workshops, and public meetings) by arranging location, transportation, promotion, registration, confirmation, etc.
6. Prepare for and attend TWF monthly Board of Directors' meetings. Take meeting minutes, distribute to directors, and post online.
7. Assist in the development and distribution of TWF promotional and informational materials (e.g. newsletter, e-newsletter, website, and exhibits).
8. Assist in fundraising endeavors: solicitation and thank you letters, phone calls, scheduling, pledges, notification, grant applications and general administrative functions associated with fundraising.
9. Manage office inventory and supplies.
10. Other duties as requested.

### REPORTING RELATIONSHIPS

The Administrative Assistant reports directly to the Executive Director.