

## **POSITION ANNOUNCEMENT**

Administrative Assistant

### **About the Position**

The Northeastern Regional Association of Coastal Ocean Observing Systems (NERACOOS) is hiring an Administrative Assistant.

### **Responsibilities**

- Administrative work, including filing, data entry and maintenance, mailings, maintaining office supplies, running errands, research, secretarial duties, etc.
- Coordinate the logistics for on-site and off-site meetings (registration, location/venue, food, drink, internet, A/V, room set-up, accommodations/lodging, etc.)
- Coordinate meetings and calls as requested.
- Coordinate and support the NERACOOS Board of Directors and committees.
- Take notes at meetings as directed (locations may be off-site).
- Assist NERACOOS staff with ensuring all office equipment and systems are working well. Order office supplies as needed.
- Other duties as needed.

### **Qualifications**

- High school diploma or equivalent; additional education is a plus.
- Proficient in Microsoft Office and Google suites.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Attention to detail and a proactive approach to problem-solving.
- Previous administrative experience is preferred but not required.

### **Thinking about applying?**

If you're reading this and you have some of the qualifications listed, we encourage you to apply! Let us know how your experience and passion make you the right person for this job.

### **Position Type**

This is a full-time (40 hours/week) position.

**Salary Range**

\$40,000 - \$45,000 annual salary, dependent on experience, plus benefits including paid time off and health insurance.

**Work Location and Hours**

The NERACOOS office is located in Portsmouth, NH, along with coordinated and supported teleworking. It is expected that this position will be in the office 75% of the time. Standard business hours are Monday through Friday 9:00 am to 5:00 pm. This position may require occasional travel.

**How to Apply**

Submit CV, 1-page cover letter, and contact information for three professional references as a PDF to Rob Cardeiro (rob@neracoos.org). The search committee will review applications beginning November 30, 2023, and will continue until the position is filled.

*NERACOOS is an equal opportunity employer. We encourage applications from people of all backgrounds. For more information visit [www.neracoos.org](http://www.neracoos.org)*