



Forest Preserves of Winnebago County
5500 Northrock Drive
Rockford, IL. 61103
Phone: 815-877-6100/ Fax: 815-877-6124

Administrative Assistant – Severson Dells Nature Center

RATE: \$ 14.30 – \$ 17.30 per hour (Depending on Qualifications)

HOURS: 8:00 A.M. – 5:00 P.M. Monday - Friday

This position is responsible for accurate and timely data entry and processing including donor tracking, communications, bank deposits, budget expenditures, and other recordkeeping of the staff and Board of Directors of Severson Dells Nature Center (SDNC). Often the first contact with the public, coordinates communications of visitors and callers with staff to fulfill our mission.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following.

- Data preparation and storage to assist SDNC staff and Board such as preparing donor reminder and thank you letters and other donor correspondence; accurate record keeping of all donations.
- Donor cultivation while communicating with SDNC staff and Board.
- Assists in fundraising events (i.e. annual breakfast).
- Prepares newsletters, other publications, labels and bundles publications for bulk mailings.
- Receptionist and greeter, communicating with staff.
- Preparation and maintenance of accurate bank and other financial records and data storage using Quickbooks, including bank deposits and working with auditing firm to ensure accurate audit information.
- Keeps data on numbers of visiting students, attendance for general public programs, building use, and preparation of quarterly reports summarizing such.
- Takes minutes at Board meetings as needed; prepare and store relevant data.
- Primary bookstore management, including ordering merchandise, tracking inventory, balancing sales records.
- Assist Director in marketing by updating SDNC website, sending out public service announcements, updating area calendars, etc.
- Maintains necessary office supplies.
- Primary contact for recruiting, scheduling and preparing host/hostess volunteers and other volunteers as needed.
- Updates outside information booth, fills trail map box, updates and maintains indoor brochure areas. Prepares reservation certificates, communicating with District staff on building and grounds use.
- Miscellaneous maintenance such as changing light bulbs, paper towels, etc. and communicating with District staff when their assistance or supplies are needed.

KNOWLEDGE AND SKILLS REQUIRED FOR THE JOB

Must have full working knowledge of secretarial practices and principles. Must have a working knowledge of typing, computer software and various other office machines. Must have excellent communication and organizational skills, along with excellent telephone etiquette. Must be able to prioritize multiple tasks. Must be able to drive a car. Must be able to work occasionally on weekends and evenings.

POSTED: 04/28/15

EXPIRES: 05/10/15