Job Title: Office Administrator
Organization: Potomac Riverkeeper Network
Location: Hybrid, Remote, and Georgetown office in Washington, D.C.
Type: Full-Time (40 hours per week; flexible work schedule)
Compensation: $20-$23 hourly Commensurate with experience
Availability: Immediate

About the Potomac Riverkeeper Network: The Potomac Riverkeeper Network is a non-profit organization dedicated to protecting and defending the Potomac and Shenandoah Rivers through education, advocacy, and enforcement. Our team works diligently to ensure the health and sustainability of this vital waterway, serving as a strong voice for the river and its communities.

At Potomac Riverkeeper Network, we’re looking for more than just a person to fill a desk. We’re seeking team members who share our passion for healthy rivers and strong communities. If you want to become a part of our team, you will be empowered to work the way you work best. Your voice is important, you’ll help shape the role you’re in and the future of our organization. From the top down and the bottom up, we’re more than just a workplace, we work together, and play to win!

Position Description:
As the Office Administrator, you'll assist the President in coordinating and overseeing day-to-day office management. You’re driving the engine that keeps the organization running smoothly. You should be ready to provide support to team members and manage multiple projects at once. Project types include office administration, policy implementation, personnel orientation, non-profit financial management, IT support, database maintenance, and meeting coordination. Most projects will be administrative in nature with a focus on improvement of processes and best practices. Your work is an important piece of our organization. Potomac Riverkeeper Network staff is collaborative and passionate about our mission. You'll help maintain a positive culture that keeps morale and performance high.

Position Summary: We are seeking a highly organized and detail-oriented individual to join our team as an Office Administrator. This position will primarily focus on providing administrative and operations support and assistance to the organization. The successful candidate will possess excellent computer skills, troubleshooting abilities, and a strong attention to detail. This position reports directly to the President and does not have a supervisory role.
Responsibilities:

- Provide administrative support to the President, including managing day-to-day office, organizational calendar, employee and board meetings/events, and document preparation.
- Maintain office services by organizing office procedures, designing and maintaining office filing systems, serving as liaison for cleaning and maintenance and managing equipment procurement.
- Serve as point person for office maintenance (including HVAC, doors, water, desks, computers, supplies, etc), mailing, shipping, and errands.
- Manage PRKN Google Drive, PRKN Zoom Accounts, Virus Protection, and other organization wide subscriptions.
- Troubleshoot and resolve basic computer and software issues for staff members.
- Maintain and organize folders and files (electronically and in paper).
- Maintain accurate and up-to-date personnel records and databases under the direction of the Finance Director.
- Prepare and finalize documents, reports, and presentations for the President and, under her direction, for the Board of Directors.
- Organize space, logistics, I/T, and food for all PRKN board and office-wide events.
- Prepare President’s expense report preparation and reconciliation, including through use of Expensify.
- Maintain office cleanliness and functionality, through interfacing with the property manager, cleaners, outside vendors, staff cleaning assignments, and other on-site needs.
- Handle incoming and outgoing correspondence, including monitoring the admin@ email address daily, checking & distributing officemail, and answering/forwarding phone calls.
- Collaborate with other staff members to ensure smooth workflow and efficient office operations.
- Prepare materials for outreach, such as brochures, flyers, stickers, etc. and maintain adequate supplies at all times for upcoming events.
- Perform other duties as assigned by the President.

Qualifications:

- High school diploma or equivalent; further education is a plus.
- Excellent computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.), Google Suite, (Gmail, Drive, etc.) ), Zoom, Adobe Acrobat, Canva
- Salesforce experience is a plus.
- Strong troubleshooting abilities for basic computer and software issues on both Mac and Windows computers.
- Meticulous attention to detail and ability to produce accurate work.
- Experience in document editing and finalization.
- Proficient in managing expense reports and maintaining financial records.
- Strong interpersonal skills and professional demeanor.
- Strong organizational and time management skills.
- Effective written and verbal communication skills
- Self-motivated and able to work independently
- Prior office/administrative experience is preferred but not required
- Spanish fluency is a plus
- Commitment and interest in environmental protection

**Work Schedule and Location:** This position offers a flexible work schedule of 40 hours per week. Most of the work can be done remotely, but at least one day per week in the Georgetown office in Washington, D.C. is required in addition to periodic in-person events, such as board meetings or office parties. The specific schedule will be determined in consultation with the selected candidate and will be subject to the needs of the organization.

**Application Process:** To apply, please submit your resume, a cover letter highlighting your relevant skills and experiences, and contact information for three professional references to apply@prknetwork.org. Please include "Office Administrator" in the subject line of your email. Applications will be reviewed on a rolling basis until the position is filled.

The Potomac Riverkeeper Network is an equal opportunity employer committed to promoting a diverse and inclusive workplace. We encourage candidates from all backgrounds to apply.

Note: Only shortlisted candidates will be contacted for an interview. No phone inquiries, please.

Join our passionate team and contribute to the protection and restoration of the Potomac River. Apply today and be part of the mission to safeguard this invaluable natural resource for generations to come.