

Administrative Assistant

Reports to: Executive Director

Schedule: Monday, Wednesday, Friday, 9am-5pm, special events and evenings as needed

The ideal candidate will be well organized and efficient. This individual will be responsible for general office and administrative duties and will provide essential support to various departments within the organization.

Full Job Description

- Essential duties:
 - Process payments for donations, memberships, bricks, and plaques
 - Input and update constituent information in Altru for members, donors, brick, and plaque purchasers
 - Generate letters for:
 - monthly membership renewals and reminder notices through management system (Blackbaud Altru)
 - acknowledgements for new/renewal memberships and donations through management system
 - special tribute letters through Microsoft Word
 - brick acknowledgments, brick gift recipients, and brick viewing invitations
 - new companion memberships and thank you notes for newlyweds married at the Lighthouse
 - thank you letters for Special Event donations and sponsorships
 - Maintain files containing acknowledgements and letters for membership, donors, and in-kind donations
 - Revise/update acknowledgment letters and draft new letters in collaboration with Executive Director as needed
 - Create General and Corporate new/renewal member benefits packets
 - Including Lighthouse membership cards, single-use guest tickets, and additional member benefits based on membership level
 - Generate single-use admission tickets and Sunset tour with appropriate dates to be included with benefits packets as specified
 - Event Assistance
 - Assist with special membership events and promotions as needed
 - Assist with organization's major annual events at admissions or where needed
 - Manage sponsorship agreements and benefit packages for special events
 - Assist the Executive Director and development team with various development projects

- Process donation tickets and/or gift baskets to various organizations by request and approval of Executive Director
- Input brick text on Brickmarkers online fillable form for processing
- Create new/replacement staff/volunteer badges as needed
- Provide overall administrative assistance to the Marketing Manager
 - Assist Marketing Manager with completion of advertising and media sponsorship opportunities
 - Provide ongoing updates for specified media and online event calendars, including the Palm Beach Post, WXFL, Town of Jupiter Calendar
 - Input new emails monthly in Enflyer
 - Disperse emails received from info@jupiterlighthouse.org and visit@jupiterlighthouse.org to the appropriate team member
- Update other files as needed

Qualifications:

- Must have at least 3-5 years of administrative experience
- Must have advanced knowledge of Microsoft Applications (Outlook, Excel, Word)
- Knowledge of the Blackbaud or Altru software preferred
- Ability to work independently
- Keen attention to detail and the highest standards of accuracy and consistency
- Strong verbal and written communication skills
- Must be proactive and work effectively under strict deadlines

Salary: \$20/hour, part-time, non-exempt

To Apply

Email your cover letter and resume to Katrina Heller, Executive Director, at jobs@jupiterlighthouse.org (no phone calls or walk ins please)

The Jupiter Inlet Lighthouse & Museum is an Equal Opportunity Employer and will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, advancement, training and other conditions of employment against any employee or job applicant on the basis of race, creed, color, disability, gender or national origin.