



Administrative Assistant (Part-time)

The Nantucket Shellfish Association (NSA) seeks an Administrative Assistant to support the growth and success of the organization. They will report to the Executive Director and assist with all aspects of office management, development, communications, and financial administration. An ideal candidate will have a passion for the mission of the NSA and a willingness to learn about its work to protect our harbors and shellfisheries.

Primary Responsibilities

- Provide administrative support for the organization, responding to inquiries via phones, email, and mail.
- Assist in the preparation and mailing of all communications, such as newsletters, annual and membership appeals, acknowledgement letters, and other marketing materials in coordination with the Executive Director.
- Process, record, and deposit all gifts in a timely manner including donor acknowledgement.
- Update and maintain donor and prospect information in the database, ensuring accuracy and reliability of contact information and gifts received.
- Develop and generate reports and mailing lists in support of fundraising and marketing efforts.
- Assist with the planning, logistics and execution, and follow up of events including Nantucket Oysterfest, The Scallopers Ball, Wine & Brine, and more.

Preferred Skills and Experience:

- Self-motivated with a strong work ethic and demonstrated ability to work independently, manage priorities, and meet deadlines.
- Highly organized and detail oriented with high standards for accuracy with excellent written and verbal communication skills.
- Excellent interpersonal skills, capable of developing and fostering relationships with Board members, donors, vendors, and community at-large.
- Ability to maintain confidentiality and exercise utmost discretion in all transactions.
- Experience with MS Office and Google Apps and a willingness to learn Canva, donor and events management software.

Work Hours and Conditions

- This is a part-time position totalling 15-20 hours per week.
- Flexible working hours with a shared office space mid-island.
- Occasional evening and weekend work required for a handful of special events.
- The ability to lift 25 lbs and stand for extended periods is required.

Interested candidates should submit a resumé and cover letter with references via email to samantha@nantucketshellfish.org.