



KWF Temporary Summer Admin Assistant/Receptionist

Preferred Work Dates: April 10 – May 25 / Hours: Vary
May 26 - August 31, 2017 / Hours: 9am – 5pm, Monday – Friday
Compensation: \$11/hour

Must be proficient:

Mac computer
Microsoft Office – primarily Word & Excel
Customer relations
Telephone skills
Work independently

Preferred:

Filemaker Pro WordPress InDesign

Primary Job Responsibilities:

- *Greet & assist walk-in traffic to the office
- *Answer general phone line. Reroute calls, take written messages, answer questions and provide information. Also check general voicemail and respond as needed to messages
- *Process publication orders
- *Scan documents
- *Shred documents
- *Assist with mail-outs, usage of postage machine
- *Run credit cards
- *Enter/Retrieve information from customer database
- *Process Summer Camp registrations
- *Provide support for the Kenai River Festival
- *Provide support for the Salmon Run Series
- *Update website
- *Be an ambassador for KWF at all times
- *Help maintain order and cleanliness in conference room
- *Assist with trash removal and recycling
- *Other duties as assigned

~ All KWF employees are “at will” employees.

Interested parties should send or drop off a 1 page cover letter and a 1 page resume to:
KWF, 44129 Sterling Hwy, Soldotna, AK 99669 OR email to sarah@kenaiwatershed.org

APPLICATION DEADLINE: MARCH 24, 2107