NBS Administrative Generalist-PART TIME PER DIEM

Description
Looking for a **flexible part-time position that also gives back?** As an NBS Generalist, you are the face of our organization! You can independently staff our **reception desk**, with a focus on **welcoming and supporting** visitors. You are also able to help with setup and breakdown of events, field trips and staffing in our Curiosity Lab. You are outgoing, friendly, and enjoy engaging community members of all ages and backgrounds. You collaborate effectively and are also comfortable working as a lone contributor. You are detail-oriented, excel at customer service and are genuinely interested in growing your knowledge about our property to positively impact visitor experience.

RESPONSIBILITIES:

- Greet and acquaint visitors with the trails and property resources.
- Communicate the rules of behavior that protect the sensitive wildlife habitats in our care.
- Track visitor data.
- Answer, screen, and route incoming calls.
- Promote our programs, events, and membership.
- General clerical support (inbound/outbound mail organization, scanning, copying, etc.)
- Assist with retail operations and sales in our Barn Owl Gift Shop.
- Responsible for opening/closing and securing the Welcome Center (**keyholder position**)
- Support special events and other significant programs including set up and breakdown
- **Will be required to work some weekends and/or evenings** to attend meetings, participate in or lead programs, workshops and/or programs.
- All other duties as assigned

Requirements
· High school diploma and/or relevant work experience
· Adaptable and effective communicator
· Flexible and able to confidently adjust to environment (we have busy and slow seasons)
· Passion for conservation, environmental education, and access to nature

Please apply electronically at this link:

https://recruiting.paylocity.com/recruiting/jobs/All/6b76f84d-e3a2-4f91-a145-797ac3a3b81b/The-Norman-Bird-Sanctuary-Trust