



# Administrative Assistant

## Volunteer Position Description

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Prescott Creeks is a small not for profit organization with a 30-year track record of protecting nature in the community. The ideal person for this opportunity is one who can work well independently and well with others. The tasks each week could vary, so flexibility is important. The cozy office is set near Watson Woods Riparian Preserve, so taking a hike before/after work is an option. the time commitment is ideally 2-4 hours (or more) per week, but some flexibility is needed, especially around the time of key events.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Data entry
- Attend meetings, record, and transcribe minutes
- Answer telephones
- Filing
- Organization of Materials (physical & digital)
- Prepare event materials
- Assist with management and updates to the website
- 'Staff' organizational table/booth at events
- Light cleaning
- And more as need arises

### **SKILLS AND QUALIFICATIONS:**

- Data Entry
- Office Reception
- Office Management
- Database Administration
- Administration Support

### **TERMS:**

Volunteer

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Prescott Creeks is a not-for-profit organization with the mission to achieve healthy watersheds and clean waters in central Arizona for the benefit of people and wildlife through protection, restoration, education, and advocacy. Prescott Creeks has a small staff, Board of Directors, and volunteers passionate about making our community a better place. For more information about Prescott Creeks, visit [www.PrescottCreeks.org](http://www.PrescottCreeks.org).

### **TO APPLY:**

Contact Prescott Creeks for additional information, or submit your contact info and resume at: [Volunteer@PrescottCreeks.org](mailto:Volunteer@PrescottCreeks.org), (928) 445-5669