

Description of Duties for Office Assistant

Place:

Varies, depending on the department

Time:

Can be one day per week or on call as needed

Duties may include some or any of the following:

- 1) Clerical duties such as filing and copying
- 2) Word processing
- 3) Make phone calls
- 4) Prepare direct mailings
- 5) Stuff press packets
- 6) Database work
- 7) Manage libraries and archives
- 8) Other duties as needed

Qualifications (depends on task):

- 1) Some computer skills
- 2) Organizational skills and ability to follow instructions
- 3) Some phone skills
- 4) Work independently

Benefits:

- 1) Support the mission and work of the Wilds
- 2) Work with great staff