



Position: Administrative Assistant (Part-Time)

General Description

Save the Dunes Conservation Fund, Inc. ("Save the Dunes") is a non-profit conservation organization located in Michigan City, serving the three counties of Northwest Indiana. For more than 70 years, Save the Dunes has protected and advocated for the Indiana dunes, Lake Michigan, and surrounding natural areas. As an official philanthropic partner of Indiana Dunes National Park, Save the Dunes works across Conservation, Advocacy, and Community Engagement to protect these globally significant landscapes.

Reporting to the Deputy Director, the Administrative Assistant supports the efficient day-to-day operations of Save the Dunes. The position provides administrative, records-management, office, facilities, and organizational support; assists staff and the Board of Directors; coordinates with vendors and service providers; and helps maintain the organization's historic headquarters, Barker House. The ideal candidate is a highly organized, responsive, and detail-oriented professional who is comfortable managing multiple priorities in a dynamic, team environment.

This position is considered part-time, with an estimated 25 hours per week (not to exceed 30 hours a week).

Primary Responsibilities

Office Administration

- Serve as the primary point of contact for incoming telephone calls and general office inquiries.
- Receive, sort, and distribute daily mail and coordinate outgoing mailings.
- Order and maintain office supplies.

Records and Financial Administration

- Maintain administrative and personnel records, including time and leave records, in accordance with organizational policies.
- Coordinate with the Bookkeeper to process invoices and ensure timely payment.
- Prepare administrative reports as requested.

Board and Organizational Support

- Provide administrative support to the Executive Director and the Board of Directors, including scheduling, communications, document preparation, and meeting logistics.
- Support staff communications, mailings, programs, workshops, and events.

Facilities and Vendor Coordination

- Assist the Deputy Director in coordinating routine maintenance and upkeep of Barker House and other organization-owned properties.
- Assist the Deputy Director to plan in-house activities, including rentals, open houses, and other events.
- Maintain inventories of organizational equipment and assets.
- Serve as the primary administrative contact for vendors, service providers, and contractors.
- Coordinate annual Property Tax exemption filings.

Additional Duties

- Attend meetings, events, and donor engagements (as requested)
- Other duties as assigned by the Deputy Director or the Executive Director.

Education and Experience

- Associate's or bachelor's degree in business, accounting, or a related field preferred.
- 3+ years of relevant administrative, office management, or operations experience; an equivalent combination of education and experience will be considered.
- Must be a resident of Northwest Indiana and Chicagoland and be able to work regularly on-site at Save the Dunes' Michigan City office.
- Experience with scheduling, office organization, and database management is strongly preferred.
- Experience in platforms such as Canva, Facebook, and Eventbrite are preferred.

Knowledge, Skills, and Abilities

- Proficient in Google Workspace, Microsoft Office, and Apple Mac computer skills.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal communication skills.
- High level of attention to detail and accuracy.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.

Working Conditions and Physical Demands

- Ability to work primarily on a laptop computer.
- Occasional evening and weekend work will be required for meetings, events, and donor engagements.
- Flextime is available once training is complete and with the approval of the Deputy Director.
- Hybrid* work model that includes a flexible mix of in-office and remote work. **Because the role includes mail, facilities, supplies, and office responsibilities, regular on-site work is required.*
- Work may involve outdoor activities, walking long distances, standing for extended periods, carrying equipment (up to 30 lbs.), and navigating varied terrain.
- Barker House requires regular use of stairs.
- Reasonable accommodations will be provided in accordance with applicable law.

Additional Requirements

- Valid driver's license and acceptable driving record required for occasional local travel on organizational business.
- Employment is contingent upon successful completion of a background check and verification of employment eligibility through the E-Verify Program.
- Save the Dunes is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.

Compensation and Benefits

- Hourly rate of \$15.00-\$20.00, commensurate with experience and qualifications.
- No additional benefits are included with this position at this time. However, after one year with the organization, you may qualify for our SIMPLE IRA benefit (more details can be provided during the hiring process).

Submission Instructions

Interest applicants should email* their résumé and cover letter to Deputy Director Daniel King at daniel@savedunes.org **no later than 11:59pm CT on Wednesday, September 30.**

*Suggested subject line: "Administrative Assistant Application"

Thank you for your interest in this position.

Save the Dunes is committed to an environment that is inclusive and welcoming. We celebrate the diverse qualities, perspectives, values, and experiences of all people, and endeavor to be supportive and accommodating to all applicants.

The more inclusive we are, the better our work will be.