

## **Association of Massachusetts Wetland Scientists seeks Part-Time Administrator**

This part-time position is offered to support the Board of Directors of the Association of Massachusetts Wetland Scientists (AMWS) - a professional organization providing opportunities for learning, networking and scientific input associated with the field of wetland science. This position can be what you make of it, but AMWS is seeking a minimum commitment of 5 hours per week on average, plus time to coordinate our annual conference in late fall/early winter. The position is largely virtual, with in-person meetings occasionally held, and in-person attendance at the annual conference.

Perfect for the self-starter, you will work under the supervision of the Board of Directors to address:

- Membership (processing, tracking, outreach)
- Workshop support (registration, venue reservations, other related coordination)
- Website maintenance and updating (in coordination with our website consultant)
- Social media posts and e-newsletter blasts
- Event calendar maintenance
- Jobs board creation and maintenance
- Bookkeeping
- Annual meeting coordination and oversight
- Monthly Board meetings (coordination, agendas)

### ***Qualifications***

- Strong organizational skills
- Microsoft Office (Word, Excel, Outlook) skills
- Proficiency with QuickBooks ideal (training provided by AMWS as needed)
- Interest in wetland science or environmental fields a bonus

### ***Compensation***

\$32 Hourly rate; no benefits; independent contractor status

### ***Start Date***

ASAP, with a transition overlap with the current Administrator

### ***To Apply***

Email your resume and cover letter to: [sminihane@bealsandthomas.com](mailto:sminihane@bealsandthomas.com)

