

## Administrative Assistant

### Newport Bay



### Conservancy

**Organizational Overview:** Newport Bay Conservancy (NBC) has a proud history of environmental advocacy, having been involved in the original efforts to protect Upper Newport Bay from development over 50 years ago. Upper Newport Bay is a 1,000-acre open space containing tidally influenced water and freshwater sources, mudflats, and marsh surrounded by upland coastal sage scrub. Our mission is to protect and preserve the Bay and its watershed through education, restoration, research and advocacy. We are able to do this with a small, dedicated staff and the support of over 200 active volunteers contributing over 11,000 hours of service each year.

**Job Summary:** The Administrative Assistant will report to the Operations Director and work in collaboration with the Education and Restoration Managers to provide essential clerical and organizational support, ensuring smooth office operations as it pertains to finances, managing schedules, handling communications, organizing files, preparing documentation, managing supplies, and supporting the rest of the NBC team.

#### Principal Responsibilities:

1. Handle general correspondence and act as the first point of contact.
2. Provide clerical support and effectively manage digital files.
3. Perform basic bookkeeping with data entry in QuickBooks to maintain financial records.
4. Support accounts receivable and payable functions, ensuring compliance with GAAP and various funder requirements.
5. Assist in project accounting and reconciliations as needed to ensure accurate reporting.
6. Order supplies and manage inventory with education and restoration teams.

#### Job Requirements:

1. Bachelor's degree with a year of paid, professional experience in an administrative or office management role (or at least four years of paid, relatable work experience).
2. Behavioral Skills
  - a. Strong work ethic, commitment to the organization, and enthusiasm towards supporting our team and community.
  - b. Dedication to the conservation of wildlife and natural resources.
  - c. Exhibits confident communication skills, both written and verbal.
  - d. Organized and exhibits excellent time management.
  - e. Familiarity in customer service principles with the ability to handle confidential information responsibly.
  - f. Shows compassion to diversity and sensitivity to all races, ethnicities, class, and sexual orientations.
3. Computer/Technology
  - a. Ability to effectively manage inboxes and correspond clearly through email.
  - b. Uses cell phone and communicates efficiently through text messaging.
  - c. Able to use Microsoft Office, Google platforms (docs, sheets, drive, etc).
  - d. Previous experience in QuickBooks or other accounting software is strongly desired.
4. Decision-making skills to work autonomously to manage specific tasks and the ability to work collaboratively as part of a team.

## **NBC Administrative Assistant Job Description cont.**

### **5. Other**

- a. Punctual and reliable self starter.
- b. CPR/First Aid Certification (provided if not currently certified).
- c. Successfully pass a background check.
- d. Requires use of a vehicle to drive safely between the various offices and activity sites around the Bay. May use a personal car for transport of program materials and supplies.

**Location:** The position is based at the Back Bay Science Center (600 Shellmaker Road, Newport Beach, CA 92660) with routine work at the Peter and Mary Muth Center (2301 University Drive, Newport Beach, CA 92660). A portion of this job may be performed at a remote location with telework approved by the Operations Director.

**Salary Detail and Working Hours:** \$22.00-\$26.00 per hour, part-time up to 28 hours a week. Ability to work a flexible but regular daytime, weekday and/or weekend schedule with consultation and approval of the Operations Director. This is a one year position with the possibility of extension based on performance and business needs.

**How to Apply:** We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. Apply [online here](#); application reviews will begin January 30, 2026. Please no phone calls at this stage. More information about NBC can be found at [newportbay.org](http://newportbay.org).