



JOIN OUR TEAM!

OFFICE ASSISTANT OPENING Friends of the Elephant Seal Visitor Center 250 San Simeon Ave, Suite 5A San Simeon, CA

Position Description:

Friendly, organized, and detail-oriented, team member sought for part-time office assistant role in the Friends of the Elephant Seal office. Responsibilities include general office duties, maintaining a donor database, coordinating tour requests, and providing support for community events and programs. The office assistant also assists as a cashier in the Visitor Center, as needed.

Successful candidate must bring computer proficiency, excellent written and communication skills, proven customer service skills, the ability to work collaboratively with a team, and a love of the ocean. Will provide training on the northern elephant seal, local marine life, and the natural and cultural resources of the area.

Hours and Schedule:

This part-time position involves 4-5 days a week from 9:30 AM-4:30PM including regularly scheduled shifts on weekends and some holidays. Daily shift times are flexible based on staffing needs. Pays \$22.00 an hour plus mileage stipend for those outside the San Simeon/Cambria area.

Health and Safety Requirements:

As a cooperating association with California State Parks, our organization is in compliance with SLO county health and safety guidelines.

Minimum Position Qualifications:

- Minimum 18 years of age
- Minimum High School diploma or general education degree; college preferred
- Proficiency in MS Office - Excel & Word required
- Excellent time management and organizational skills, with accuracy and attention to detail
- Ability to prioritize a variety of tasks and/or projects
- Ability to work collaboratively with a team
- Commitment to providing excellent customer service
- Own transportation and valid CA Driver's license required
- Availability to work both weekday and weekend shifts
- Background check

Physical and Environmental Conditions:

Sitting/standing/mobility

- Ability to sit for extended periods while at a desk or computer
- Occasional to frequent standing and walking within the office to nearby Post Office and Visitor Center
- Occasional bending, stooping, kneeling, crouching, or reaching to file or retrieve materials

Lifting/carrying

- Frequently lift/move up to 10 lbs, occasionally up to 25 lbs in the handling of light materials in a non-strenuous work environment, for example pushing/pulling, lifting, stretching, stooping, and loading and unloading

Manual dexterity and repetitive motion

- Frequent use of hands/fingers for typing, filing, and data entry
- Ability to operate standard office equipment – computers, printers, copiers, phones – with dexterity

Vision and hearing

- Close vision (reading documents/screens) and often distance, peripheral vision, depth perception, and ability to adjust focus
- Ability to hear and communicate clearly in person and by phone

To apply:

- Submit cover letter summarizing background and interest
- Submit resume with education and work history
- Submit contact information for 3 professional references

Attach these to an email and send to president@elephantseal.org with subject line: OFFICE ASSISTANT

Applications are being accepted now.

About us:

Friends of the Elephant Seal is a 501(c) (3) non-profit organization, dedicated to educating people about elephant seals and other marine life and to teaching stewardship for the ocean off the central coast of California. As a local organization with a global reach in providing educational, scientific, historic and scenic opportunities, we foster safe and respectful viewing of elephant seals and marine life along the Central Coast of California. The Friends of the Elephant Seal is a Cooperating Association with California State Parks.