



Job Title: Office Assistant, Blue Economy Foundation
Direct Report: Executive Director, Blue Economy Foundation
Location: Centerville, MA

Part Time: 20 hours per week

Job Summary:

To assist the executive director of the Cape Cod Blue Economy Foundation with projects, events, reports, and other various initiatives.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Provide administrative support to the director of the Blue Economy Foundation
- Communicate with individuals and organizations related to the Blue Economy Foundation
- Assist with maintaining website, contact lists and other related files.
- Perform clerical duties including typing, completing forms, and preparing letters and reports.
- Attend and assist at organizational events.
- Manage calendars and schedules appointments.
- Perform other related duties as assigned.

Required Skills/Abilities:

- written and verbal communication skills
- interpersonal skills and customer service
- critical thinking and problem-solving skills
- time management
- organizational skills and attention to detail
- willingness to learn new software
- familiar with Microsoft Office Suite or related software

Email a brief cover letter and resume to danielle@capecodchamber.org