

Job Opportunity – Oyster Pond Environmental Trust

Oyster Pond Environmental Trust (OPET), a Falmouth MA non-profit environmental organization dedicated to protecting the health of Oyster Pond and its watershed, is seeking an administrator with a wide range of skills to assist our Board of Directors. Applicants need to possess strong communication skills in written, print and social media; property stewardship; membership outreach; and implementing all Board related activities. This is a part-time position requiring flexible hours working from a home office. Our website is at: <https://opet.org/>.

All inquiries should include a letter of interest and resume to: info@opet.org or mail to OPET, PO Box 496, Woods Hole, MA 02543 until April 9, 2021. Posted March 1, 2021.

Administrator Job Requirements

Education: College degree, Environmental Sciences or Communications preferred.

Work Experience: Past administration work with environmental organizations, small non-profits, Cape Cod regional land-use or conservation groups.

Hours and Compensation: Hours are flexible and currently average 10 hours per week. Salary is paid hourly. The hourly rate is negotiable, based on level of experience. There is no health insurance or other benefits for this position.

We are looking for a person with superior communication and people skills. The Administrator will maintain the day-to-day functions of OPET, and will represent OPET and the Board of Directors (BOD) to the community at large. Personal transportation (a car) and normal physical abilities, including walking OPET's trail system, are required. The Administrator duties include the following tasks.

Administration

- Coordinate and work with the President and Board of Directors
- Attend and take part in monthly Board Meetings, circulate meeting agenda and minutes
- Organize OPET's General Membership Meeting, held annually in the Summer
- Maintain OPET land use permits and insurance
- Coordinate membership and donor contributions
- Deposit donations, maintain OPET checking account with the OPET Treasurer

Communications

- Social Media: maintain and update OPET's web site, Constant Contact, Facebook, Instagram, etc.
- Print media – Edit, print and mail OPET's newsletter, membership, and fund-raising appeals

Monitor Health of Oyster Pond

- Coordinate summer water sampling with SMAST
- Salinity monitoring by OPET
- Interface with Town Departments for control of weir and Trunk River outflow

Manage OPET Properties

- Schedule and manage OPET land trail maintenance as needed; keep trailhead kiosk up to date
- Continue ongoing invasive plants control at pond and marsh

Collaborate

- With other Land Trusts in Falmouth; Cape Cod; regional Southeast Massachusetts
- Work with Falmouth Town Committees and Departments including: Chuck Martinsen, Herring Warden; Water Quality Management Committee; Coastal Resiliency Committee; Conservation Commission