



**Position Description:** Communications and Development Assistant

**Reports to:** Marketing & Outreach Manager

**Direct Reports:** N/A

**Employment Season:** Summer 2024

**Position Type:** Part-time; Seasonal

### **Summary**

The Nantucket Conservation Foundation (NCF) is seeking a part-time, seasonal team member with exceptional customer services skills and effective communication abilities. Ideal candidates demonstrate a strong work ethic and a collaborative spirit.

### **Responsibilities**

Front-line Support:

- Provide assistance to in-office visitors and address inquiries via email and phone
- Maintain a friendly and professional demeanor while providing information about NCF and NCF programming

Merchandise Sales Management:

- Process orders, handle shipping logistics, and address customer inquiries related to merchandise purchases
- Organize pop-up and in-office merchandise displays as needed

Program Participant List Management:

- Update participant information, track attendance, and communicate program details as needed for education and ecology excursions, development events, and community gatherings
- Collaborate with program and event coordinators to ensure accurate and up-to-date attendance lists

Event Support:

- Provide support during NCF events, including set-up, registration, assistance, and other logistical tasks as assigned
- Assist with event promotion as needed

### **Qualifications**

- Strong interpersonal skills with a customer service focus
- Effective communication skills, both verbal and written
- Ability to maintain a friendly and professional demeanor in all interactions
- Capacity to work efficiently in a fast-paced environment
- Keen attention to detail

The Nantucket Conservation Foundation provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type.