Part Time Administrative Coordinator

Seneca Lake Pure Waters Association | Geneva, New York

Help support the people and programs working to protect Seneca Lake.

Seneca Lake Pure Waters Association seeks an organized, dependable, and personable Administrative Coordinator to keep our daily operations running smoothly. This position provides administrative support to staff, board members, committees, and volunteers while serving as a welcoming point of contact for members, donors, and the public.

Hours: Approximately 20 hours per week
Pay: $20–$22 per hour, commensurate with experience
Location: Pure Waters office, 20 East Castle Street, Geneva, NY
Target start date: January 4, 2027
Desired application date: November 25, 2026

What you will do

Reporting to the Association Director, you will:

- Monitor general email and telephone messages, respond to routine inquiries, and route questions to the appropriate person.
- Process donations and payments, prepare deposit documentation, make bank deposits, and prepare donation acknowledgments.
- Maintain accurate donor, member, contact, and volunteer records using DonorPerfect, Constant Contact, and other office tools.
- Coordinate mailings and maintain organized paper and electronic files.
- Help schedule meetings, distribute agendas and meeting materials, maintain calendars and rosters, and support board and committee administration.
- Assist with event registration, attendance records, materials, and other administrative logistics.

What you bring

- Prior administrative, office, or comparable professional experience.
- Strong organization, attention to detail, and follow-through.
- Clear written and verbal communication and a courteous, helpful approach.
- Proficiency with Google Workspace and Microsoft Office, including basic spreadsheet use.
- Experience maintaining databases or records and familiarity with basic financial transaction processing.
- Sound judgment when handling confidential information.
- Ability to work independently and collaboratively in a small organization with seasonal changes in workload.

- Reliable transportation for bank deposits, mailings, and occasional local errands.

Experience with nonprofit, membership, or volunteer organizations is welcome. Familiarity with DonorPerfect or Constant Contact is helpful; willingness and ability to learn these systems are essential.

Schedule and benefits

We can work with the successful candidate to arrange a four- or five-day workweek. Regular office presence during agreed core hours Tuesday through Thursday is required. Some work at other times may be performed remotely by agreement, depending on duties and organizational needs. Occasional schedule adjustments may be needed for events and busy periods.

For a standard 20-hour workweek, benefits include:

- Annual paid time off equivalent to 10 four-hour days, accrued each pay period.
- Five four-hour days of paid sick leave, tracked separately.
- Six fixed paid holidays and one floating holiday.
- A SIMPLE IRA retirement plan, with eligibility after six months of service and an employer match of employee contributions up to 3% of compensation, subject to plan terms.
- Mileage reimbursement for eligible work-related travel.

Benefits are administered under Association policies and applicable plan terms.

How to apply

Please email a **resume and brief cover letter** to **info@senecalake.org**, with the subject line **"Administrative Coordinator Application – [Your Name]."** Tell us how your experience would help you support Pure Waters' administrative work.

Please submit your application by **November 25, 2026**. Questions about the position may be directed to the same email address.

Seneca Lake Pure Waters Association is dedicated to preserving, protecting, and promoting the water quality of Seneca Lake and its watershed. We are an equal opportunity employer and welcome applications from qualified candidates of all backgrounds.