

PART-TIME POSITION AVAILABLE

Satilla RiverWatch Alliance, Inc.

Southeastern Georgia, USA

www.SatillaRiverkeeper.org

1 March 2026

Job Title: Administrative Assistant to Executive Director

Job Location: This part-time position is located at the Okefenokee Swamp Park in Waycross, Georgia. The job has the potential to have a limited hybrid remote schedule as long as the applicant is within the Satilla River watershed.

Job Description:

This position provides support to the Executive Director. Primary responsibilities include:

- Assisting with logistics of fundraising events, member outings (paddles, field trips, and river cleanups), workshops, member communications, and tabling events,
- Being a point of contact for the Satilla Riverkeeper,
- Assisting with outreach, including our social media efforts,
- Maintaining office space, files, and work equipment,
- Helping with bookkeeping, marketing, and fundraising functions, and
- Screening possible grant opportunities with businesses and foundations.
- Other duties as assigned.

Requirements:

The applicant must:

- Be passionate about river conservation and the outdoors,
- Have excellent attention to detail, organizational skills, and the abilities to exercise independent discretion and work with minimal supervision,
- Have a driver's license and independent transportation,
- Be able to lift and carry 40 lbs,
- Prior experience in an administrative or support role is preferred,
- Non-profit database software and social media experience is a plus, and
- Bachelor's degree preferred.

Wages and Benefits:

This position pays \$15 per hour. The Assistant to the Executive Director is a part-time position with hours that can fluctuate from week to week.

Position Growth Potential:

If the employee is interested, this position could increase in hours, pay, and responsibilities/title determined by the Executive Director through periodic evaluation of mission effectiveness, member support, and available financial means.

Application Deadline: Preference will be given to applications received by April 10th after which review will begin. Late applications considered at the discretion of the Search Committee.

To apply: Applications accepted by e-mail. Send resumé, 3 professional references, and a letter stating your reasons for interest in the position to:

Shannon Gregory, Satilla Riverkeeper/Executive Director

Email: riverkeeper@satillariverkeeper.org

Tel. (912) 421-8972

Our Mission: The mission of the Satilla Riverkeeper is to PROTECT, RESTORE, and EDUCATE about the ecological values and unique beauty of the Satilla River. We work to ensure excellent quality and quantity of water in the Satilla River for all uses. We are the eyes and ears of the watershed and estuary.

Satilla Riverkeeper (SRK) is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind, including sexual harassment. SRK is committed to the principle of equal employment opportunity for all employees and to providing a work environment free of discrimination and harassment. All employment decisions at SRK are based on programmatic needs, job requirements, and individual qualifications, without regard to a person's race, color, religion or belief, national, social, or ethnic origin, sex (including pregnancy), age, physical or mental disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union, or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by applicable federal, state, or local laws. SRK will not tolerate discrimination or harassment based on any of these characteristics. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. SRK believes that the more inclusive we are, the better our work will be on behalf of our community.