



Administrative & Development Assistant

Reports To: Executive Director

Status: Full-Time (32 hours/week)

Schedule: Monday through Thursday, 10:00 a.m. – 6:00 p.m., with Fridays off

Compensation: \$20–\$25 per hour, depending on experience

About the Northern Alaska Environmental Center

The Northern Alaska Environmental Center (Northern Center) is a nonprofit organization dedicated to protecting Alaska's lands, waters, wildlife, and communities through advocacy, education, and grassroots organizing. We work alongside communities, Tribal partners, policymakers, and supporters to advance practical conservation solutions throughout Alaska.

Position Summary

The Administrative & Development Assistant serves as the first point of contact for the Northern Center and plays a vital role in keeping the organization running smoothly. This position supports daily office operations, welcomes visitors, assists with donor and membership management, coordinates administrative tasks, and helps staff prepare for community events and outreach activities. The ideal candidate is organized, dependable, friendly, and enjoys working in a collaborative, mission-driven environment.

Essential Duties and Responsibilities

Office Administration

- Answer incoming phone calls and respond to general inquiries.
- Check and return voicemail messages.
- Welcome visitors and provide a positive first impression of the organization.
- Receive and distribute incoming mail and prepare outgoing mail.
- Maintain organized electronic and paper filing systems.
- Order and organize office supplies.
- Assist with scheduling meetings and maintaining office calendars.
- Perform general administrative support for staff and Board members.

Donor and Membership Support

- Enter donations, memberships, and donor information into the donor database.
- Process donations received by mail, online, and in person.
- Prepare and mail donor acknowledgment and thank-you letters.
- Maintain accurate donor and membership records.
- Assist with fundraising mailings and donor communications.
- Maintain confidentiality of donor and organizational information.

Events and Community Engagement

- Assist with planning and coordinating community events, fundraisers, meetings, and outreach activities.
- Prepare event materials, sign-in sheets, nametags, and supplies.
- Help coordinate volunteers and event logistics.

830 College Road
Fairbanks, Alaska 99701-1535
(907) 452-5021
www.northern.org
EIN: 23-7438038



- Assist with event setup and cleanup.
- Occasionally work evenings or weekends for special events, with flex time provided.

General Support

- Monitor and respond to the organization's general email account.
- Assist with routine correspondence and administrative projects.
- Support staff with miscellaneous office tasks as assigned.
- Help maintain a welcoming, organized, and professional office environment.

Qualifications

- Excellent organizational skills and attention to detail.
- Strong verbal and written communication skills.
- Friendly and professional customer service skills.
- Ability to prioritize multiple responsibilities and meet deadlines.
- Proficiency with Microsoft Office, Google Workspace, and general computer applications.
- Ability to work independently and as part of a small team.
- Experience with donor databases, CRM systems, bookkeeping software, or nonprofit administration is preferred but not required.
- Passion for supporting community-based nonprofit work.

Schedule

This position is scheduled Monday through Thursday from 10:00 a.m. to 6:00 p.m. (32 hours per week). Fridays are regularly scheduled off. Occasional evening or weekend work may be required for events, trainings, or meetings.

Compensation & Benefits

- \$20–\$25 per hour, depending on qualifications and experience.
- Four-day workweek with Fridays off.
- Flexible scheduling and flex-time opportunities.
- Monthly healthcare stipend.
- 12 paid holidays
- Paid vacation leave.
- Paid sick leave.
- Professional development opportunities.
- Mileage reimbursement for approved work-related travel.

Why Join the Northern Center?

This position offers the opportunity to be part of a small, dedicated team working to protect Alaska's environment and strengthen communities across the state. Every member of our staff contributes meaningfully to our mission, and we value collaboration, flexibility, creativity, and a healthy work-life balance.

How to Apply

Please submit your resume to klapp@northern.org. Applications will be accepted through **August 10, 2026**. Interviews will begin **August 12, 2026**.

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