

Office Support

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec

Key Responsibilities	<ul style="list-style-type: none"> • Perform administrative and organizational tasks to support the day-to-day success of BOS including but not limited to the examples below: <ul style="list-style-type: none"> ○ Work with a team of volunteers to stuff envelopes to prepare our annual mailing fundraiser. ○ Organize BOS education program supplies, fundraiser materials, outreach materials, etc. ○ Help process and prepare purchases from our online store including whale adoptions and apparel.
Time Commitment	Sign up to help with tasks as you have free time.
Location	Most office support is needed in our office in Portsmouth, NH. Some assistance may be needed in the Blue Ocean Discovery Center in Hampton, NH.
Qualifications	<ul style="list-style-type: none"> • Previous experience in an office setting is helpful but not required. • Ability to follow detailed instructions while remaining organized. • Familiarity with Microsoft Office suite and Google suite is helpful.
Supervisor	Office Coordinator
Benefits	<ul style="list-style-type: none"> • Support the BOS mission to protect marine life in the Gulf of Maine by completing behind the scenes tasks. • Connect with a community of likeminded individuals who are passionate about the protection of marine life in the Gulf of Maine. • Learn about the day-to-day tasks needed to support a growing non-profit organization.