



Bourne Community Boating, Inc.

▪ P.O. Box 3157 ▪ Bourne, MA 02532 ▪ www.bournecommunityboating.org

Administrative Director

Overview:

Bourne Community Boating, Inc. (bournecommunityboating.org) is seeking a half-time year-round Administrative Director to perform all off-the-water aspects of our program which we run for 8 weeks in the summer. Experience in sailing desired but not necessary, as is experience running a sailing or summer camp program. There will be opportunity in the future to grow into a full-time salaried position.

The Administrative Director works with and for the Board of Directors to create, staff, recruit students and ensure the long-term viability of the Bourne Community Boating program. This position oversees all administrative aspects of this program which is focused on an eight-week long summer season of sailing, boating, and marine science and works in coordination with the Sailing Director who is responsible for all on the water and shoreside activities.

Duties of this position include program development, registration of students, community relations, website management, fundraising and grant writing, financial reporting and active engagement with the Board of Directors.

The ideal candidate is organized, professional and works well with a wide variety of people and has good time-management skills. This is a part-time salaried position with opportunity to grow. More hours needed during June-August but it will average half time. Majority of work will be from home.

Salary Range: \$22-26k depending on experience.

Minimum Qualifications:

- Excellent organizational skills
- Excellent written and oral communication skills
- Experience with a wide variety of administrative tasks including financial reporting.
- Skilled in Microsoft Office Suite
- Ability to work well independently
- Ability to work well with diverse groups
- Exhibit a mature, professional demeanor
- Ability to manage multiple challenges at the same time

Desired Qualifications:

- Experience as Program Director or similar in a sailing school or summer camp setting
- Experience with hiring, training and managing a staff of 5-8 young adults
- Grant writing and follow up experience
- Donor management experience
- Fundraising event management experience
- Wordpress website editing experience

Apply: Send resume, cover letter and contact information for three references to jobs@bournecommunityboating.org or mail to BCB PO Box 3157 Bourne MA 02532.