



Administrative Assistant, Vero Beach, Florida | Full-Time Position

The **Ocean Research & Conservation Association (ORCA)** is seeking a full-time **Administrative Assistant** to support the day-to-day operations of our growing nonprofit organization. ORCA is a Vero Beach based 501(c)(3) nonprofit organization dedicated to protecting and restoring aquatic ecosystems and the species they sustain through the development of innovative technologies, science-based conservation action, and community education and outreach.

This position provides organizational, administrative, financial, and operational support across departments to help ensure the smooth and efficient operation of the organization. The ideal candidate is highly organized, detail-oriented, proactive, and enjoys supporting a mission-driven team environment.

Responsibilities

Administrative & Office Support

- Serve as the first point of contact for visitors, calls, and general inquiries while maintaining a professional and welcoming office environment
- Provide administrative support across departments including scheduling, correspondence, document preparation, proofreading, and internal coordination
- Assist with maintaining organized digital records, databases, donor records, and shared drive systems
- Coordinate incoming and outgoing mail, packages, donation processing, office supplies, vendors, and office related services
- Support meeting logistics, tours, volunteer coordination, and general office operations
- Assist with planning, preparation, and follow up for fundraising events, outreach activities, and community events
- Post events to community calendars and assist with outreach related administrative tasks
- Handle confidential information with professionalism and discretion
- Demonstrate flexibility, initiative, and a willingness to support organizational needs and additional tasks as assigned

Financial & Operational Support

- Assist with maintaining organized financial and organizational records
- Support accounts payable and accounts receivable processing, including data entry, coding, invoicing, reimbursements, and financial documentation

- Assist with payroll, reconciliations, and routine financial reporting processes
- Help prepare and organize materials for audits, tax filings, contracts, insurance records, and CPA requests
- Maintain organized vendor, service, inventory, and operational records
- Support accurate and compliant financial and administrative procedures across the organization

Other duties as assigned

Qualifications

- Associate's degree or higher in accounting, business, or a related field required
- Minimum of two years of experience in accounting, bookkeeping, administrative support, or office management
- Excellent writing, editing, verbal, and written communication skills
- Strong organizational skills with the ability to multitask and prioritize responsibilities
- Ability to think proactively and problem solve in a dynamic work environment
- Strong interpersonal skills and the ability to work effectively both independently and as part of a team
- Experience with QuickBooks preferred
- Experience with Human Resources and government grant or contract management is a plus
- Proficiency in Microsoft Office, Google Workspace, spreadsheets, and database systems preferred
- Ability to maintain confidentiality and professionalism in handling sensitive information

Benefits

This full-time position is eligible for:

- Medical, dental, and vision insurance
- 401(k) with company matching
- Paid holidays and paid time off (PTO)

To Apply

Please submit a resume, cover letter, and three references to Halley Dillais at hdillais@teamorca.org.