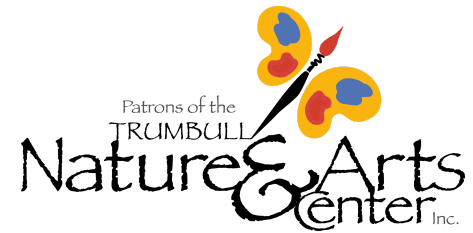


Patrons of the Trumbull Nature & Arts Center
7115 Main Street
Trumbull, CT 06611



Part Time Administrative Program Assistant

To Apply: [TNAC Application](#)

The Trumbull Nature & Arts Center (TNAC) provides nature-based E-STEM programs to students and families in Trumbull and the Greater Bridgeport region. Our programs enrich student learning via creative and innovative hands-on activities.

Job Summary:

Approximately 20 hours/week. Provide administrative support for programming, administration, scheduling and purchasing across all of the organization's program types.

Duties of this position (may) include:

- Work closely with the Director on multiple administrative projects
- Schedule programs, field trips, and in-school visits
- Coordinate birthday party and scout program requests
- Coordinate volunteers and volunteer projects and events
- Maintain program supply inventory and prepare materials prior to programs
- Post-program surveys/reports
- Perform basic bookkeeping tasks
- Represent TNAC at community events

Desired experience and skills include:

- Program administration in an educational setting
- Organizational skills and the ability to multitask
- Writing proficiency for email and formal letters
- Accounting / bookkeeping skills
- Working knowledge of productivity tools (ex. Google Workspace applications, fundraising systems, CRM)
- Friendly, self-motivated, enthusiastic, flexible, team-player, professional
- Enthusiasm for science, nature and the local environment

Additional requirements:

- Some lifting/carrying required
- Must pass a background check

Patrons of the Trumbull Nature & Art Center, Inc.

Mailing Address: P.O. Box 110438, Trumbull, CT 06611 | Street Address: 7115 Main St., Trumbull, CT 06611

web: trumbullnatureandartscenter.org | email: contact@trumbullnatureandartscenter.org

The Patrons of the Trumbull Nature & Arts Center is a 501(c)3 organization

Helpful to have:

- Experience working or volunteering at a non-profit
- Knowledge of website administration, including website updates, event creation
- Experience with Wix marketing, or other e-newsletter applications (Constant Contact, Mail Chimp)
- Familiarity with local schools, community groups, businesses, and Town of Trumbull government

Equal Opportunities for Advancement and Growth:

TNAC is a dynamic organization. A person who successfully fulfills the duties of this position may be provided with additional opportunities within the organization.

TNAC is an equal opportunity organization. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran or disability status.

To Apply

Please complete the online [TNAC Application](#).