

EXECUTIVE ASSISTANT & DATABASE SPECIALIST

Full Time, Hourly, Non-Exempt | 40 hours: 20 Executive Assistant, 20 Database Specialist

The Agua Hedionda Lagoon Foundation (AHLF) is a 501(c)(3) nonprofit in Carlsbad, CA that operates the Discovery Campus, a nature facility with hands on exhibits, walking trails, gardens, animal ambassadors and more. The Discovery Campus is home to environmental education programs, field trips, fundraising events, community gatherings and private rentals for our members.

Mission: To energize our community through education and outreach to preserve the Agua Hedionda Lagoon as a healthy and accessible watershed.

Vision: To be Stewards of the Watershed as we inspire future generations so we all have access to a healthy lagoon. A safe space in nature... for all.

Our Niche: Exceptional Environmental Education

Our Promise: Through excellent environmental education, every visitor becomes a Future Lagoon Steward and Watershed Warrior, empowered with one new practice to help Mother Earth and create a lasting positive impact on the environment.

Core Values:

- **Get Stuff Done:** Drive results while maintaining our commitment to quality and collaboration.
- **Committed:** Maintain a steady focus and be there for each other in a sustainable way.
- **Capacity For More:** Harness our energy and knowledge to tackle obstacles head-on while remaining realistic and supportive.
- **Situational Awareness:** Be attuned to our environment while collaborating effectively to drive our shared goals.
- **Team Player:** Address challenges directly and constructively, always prioritizing the team's success over individual agendas.
- **Understands Value of Reputation:** Build authentic relationships and consistently deliver quality in everything we do.

POSITION SUMMARY

The Executive Assistant & Database Specialist reports to the Vice President of Non-Profit Operations and splits time evenly between two functions:

- **Executive Assistant (20 hours):** Provides executive support and owns the nonprofit office space, board communications and duties, the Annual Members Meeting, paperwork and correspondence.
- **Database Specialist (20 hours):** Supports the accounting side of AHLF through accurate data entry, Expensify and invoicing, along with database reporting.

This role is ideal for a tech savvy, highly accurate self starter who can manage confidential information and keep many moving parts organized.

REPORTING STRUCTURE

Reports to: Vice President of Non-Profit Operations

Supports: CEO/President (primary) and Vice President of Non-Profit Operations

JOB DUTIES: EXECUTIVE ASSISTANT (20 HOURS)

Executive Support

- Owns calendar entry and management, including scheduling, invitations and updates.
- Drafts, edits and sends correspondence, letters, emails and reports on behalf of leadership.
- Prepares paperwork, documents, presentations and meeting materials.
- Tracks deadlines and follow ups for leadership and keeps projects moving.
- Handles confidential information with discretion.

Nonprofit Office Space

- Owns the physical nonprofit office space, including organization, tidiness, supply storage and day to day decisions about the space.
- Orders and maintains supplies for the nonprofit office.
- Operates and maintains office equipment, including the printer, copier, laminator, telephone system and postage machine.
- Is in charge of the postage machine, including outgoing mail and postage levels.
- Serves as the primary liaison between tech support and the office.

Board Communications and Duties

- Serves as the primary administrative contact for the Board of Directors.
- Prepares and distributes agendas, board packets and supporting materials for scheduled board and committee meetings.
- Maintains the board roster, terms, contact information, bios and board calendar.
- Prepares resolutions and secretary's certificates for the Board Secretary's signature.

Annual Members Meeting

- Owns the entire Annual Members Meeting, including planning, logistics, member communications, the board ballot and all related paperwork.

Staff Culture

- Is in charge of monthly staff celebrations.
- Is in charge of all cards (birthdays, sympathy, thank you and other occasions).

Nonprofit Administration

- Keeps corporate, governance and compliance records complete, current and organized.
- Maintains the annual nonprofit compliance calendar and tracks filings and renewals (such as state charity registrations, Statement of Information, business licenses, insurance renewals and Form 990 support), flagging deadlines to leadership in advance.
- Maintains bylaws, articles, board policies, resolutions, signed contracts and other official records in an organized filing system.
- Routes contracts and agreements to the CEO/President for signature and keeps a log of executed documents.

JOB DUTIES: DATABASE SPECIALIST (20 HOURS)

Accounting Data Entry and Invoicing (primary function)

- Enters accounting data accurately and on time, with supporting documentation.

- Creates, sends and tracks invoices (rentals, sponsorships, programs, advertising and other receivables) and follows up on past due accounts.
- Assists with reconciliations between payment platforms, the bank and the accounting system.
- Organizes and maintains accounting files and backup documentation for audits.

Donor Database

- Pulls database and financial reports as requested.

EXPERIENCE AND EDUCATION

- Associate or Bachelor's degree preferred in business administration, accounting, nonprofit management or a related field, or equivalent experience.
- 3+ years of experience as an executive or administrative assistant, preferably supporting senior leadership or a board.
- Experience with accounting data entry, invoicing or bookkeeping.
- Demonstrated longevity in prior roles (3+ years in a position preferred).
- Nonprofit experience a plus.

QUALIFICATIONS

- Tech savvy; proficient in Microsoft 365 and comfortable learning databases and accounting software (QuickBooks experience a plus).
- Exceptional accuracy and attention to detail.
- Motivated self starter who manages priorities and deadlines with little oversight.
- Strong written and verbal communication skills; professional with board members, donors and the public.
- High level of integrity, discretion and business ethics.
- An understanding of financial accountability and the skills to accurately handle it.
- A passion for nature and the environment.

MARGINAL FUNCTIONS

- Work as a team player with coworkers and other departments.
- Assist with events and programs as needed.
- All other duties as assigned.

Physical Requirements: Ability to sit for extended periods at a computer, move about the campus and lift up to 25 lbs.

SCHEDULE

- The normal business schedule is Monday through Friday, 8:30 a.m. to 5:00 p.m.
- Occasional schedule shifts for board meetings, the Annual Members Meeting and events will occur (with advance notice).

COMPENSATION

- \$30.00 to \$35.00 per hour, based on experience.

- This is an hourly, non-exempt position, eligible for overtime pay in accordance with California law.

BENEFITS

Following successful completion of the 90-day introductory period, the employee becomes eligible for company-sponsored benefits in accordance with Foundation policies.

- 40 hours of Sick Hours PTO
- Holidays & Vacation PTO (as defined in the Agua Hedionda Lagoon Foundation Vacation & Holidays Policy 2026). *Observed department is Nonprofit. Paid Holidays and Paid Accrued vacation begin after 90 days.*
- Partially Paid Health Insurance (70% of United Silver HMO Base Plan. Upgrades available at the employee's choice and cost).
- Agua Hedionda Lagoon Foundation offers a SIMPLE IRA with an employer match of up to 3% of compensation. Eligibility requires earning at least \$5,000 in the prior two years, reasonably expecting \$5,000 this year, and working a minimum of 1,000 hours in the planned year.

HOW TO APPLY

Send your resume to [**Samantha.Richter@aguahedionda.org**](mailto:Samantha.Richter@aguahedionda.org).