

**CITIZENS UNITED TO PROTECT THE MAURICE RIVER  
AND  
ITS TRIBUTARIES, INC. (CUMR)**

<https://www.cumauriceriver.org/>

**Summary Position Description: ASSISTANT OFFICE MANAGER**

CUMR is dedicated to protecting the watershed of the Maurice River and the surrounding area of Southern New Jersey known as “Down Jersey”. Its mission centers upon enjoyment of the environmental, recreational, cultural and scenic resources of the region.

The Incumbent of this position shall principally provide administrative support to the Membership, Events and Office Manager (the Office Manager). Such support shall include, but not be limited to: management and use of various organizational databases; handling of banking and accounting; and, other business activities. The Incumbent will also provide back-up support for the Office Manager in her absence. It is anticipated that the Incumbent will be able to assume increasing levels of responsibility over time.

Though work activities are principally based in the organization’s office facilities, trips and out-of-office meetings with various stakeholders might occur. From time-to-time, assistance will be provided to organizational leadership with respect the production of regular and special organizational events.

The Incumbent will also be expected to work in a self-guided fashion, collaborating with colleagues and peers. Also critical to the success of the Incumbent are strong interpersonal and communications skills, and attention to detail.

Work activity is expected to comprise between 25 and 40 hours per week. From time-to-time, it may be necessary for the Incumbent to accommodate changing schedules, program needs and relative priorities.

Compensation will be based upon the time worked and hourly rate(s) commensurate with the Incumbent’s abilities and her/his contribution to the success of the organization.

A college degree, or equivalent experience, is preferred. The Incumbent shall be skilled with respect to the use of such computer applications as MS Word and Excel. Working proficiency with other computer platforms involving contact administration and financial management would be considered desirable.

Interested applicants are invited to send (by mail or e-mail) a résumé and cover letter to:

Jane Morton Galetto, President  
Doreen B. Homan, Office Manager  
CU Maurice River  
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