



Administrative Assistant Position Description

Reports to:	Development Manager
Job Status:	Part-time Non-exempt (24 hours/week)
Salary Range:	\$14-\$16/hour with full benefits

Mission: Jefferson Land Trust is a local, grassroots, non-profit, land conservation organization dedicated to preserving the rural character and iconic landscapes of Jefferson County. With a mission of "helping the community preserve open space, working lands, and habitat forever", we preserve wildlife habitat, watersheds, and working farms and forests for the benefit of people and wildlife. With the support of our local community, over 16,000 acres of Jefferson County's most important places have been protected to date.

Position Summary: This position serves as our office administrator and is the first point of contact for the public by phone, email and in person. Our Administrative Assistant oversees smooth office system functions, and provides support to fund development, community outreach, and conservation teams.

Essential functions:

General Administrative (20%)

- Manage the front office to ensure effective telephone and mail communications both internally and externally, maintaining a professional and welcoming tone. Answer phones and general emails, and coordinate coverage when away from front desk
- Receive visitors, respond to or redirect requests for information
- Open and distribute mail daily
- Assist in scheduling, preparation, and tracking outcomes for meetings and events
- Oversee office systems (phone, copy machine, kitchen) and supplies to ensure a smooth functioning office environment
- Assist with correspondence, word processing, filing, copying, and mailing, as needed

Development and Outreach (60%)

- Perform accurate data entry in Salesforce database: recording donations, entering new contacts, updating records, and managing mailing lists
- Prepare donor thank you letters and tax receipts
- Help to coordinate and produce in-house mailings
- Coordinate outreach and development events, including managing RSVPs, logistical set up, staffing events, guest follow up, etc.
- Draft, prepare, and assemble Land Trust promotional materials including newsletter articles, information packets, and website/social media updates

Program Support (20%)

- Provide administrative support to conservation and stewardship teams, including preparing reports, scanning, copying, filing, and mailing
- Review, edit, and as directed, draft documents related to land transactions, including option and purchase agreements, escrow instructions, letters, deeds, and closing documents

- Track, update, maintain, and file landowner and project records, project lists, and post-closing tasks, including electronic, paper and database
- Other duties as assigned

Qualifications:

- High School diploma required; Associates or Bachelor's degree desired
- Experience in office administration. Database experience a plus

Core Competencies

- Team player
- Strong ability to manage and prioritize incoming tasks and meet deadlines
- Demonstrated organizational skills, attention to detail and accuracy
- Fluency with MS Office programs, data management, and Internet
- Good customer service and interpersonal skills; confidentiality
- Excellent verbal and written communication skills
- Ability to be flexible and focus with office distractions

Physical Requirements

- This position requires the ability to use a keyboard, complete written documents, and operate general office equipment including telephone system, databases, printer and copier
- Must be able to work occasional non-standard hours, including evening and weekend events
- Ability to lift up to 30 pounds

This is a part-time, hourly position that reports to the Development Manager. The Land Trust is an equal opportunity employer. We offer a competitive benefits package, including health and disability insurance, retirement contribution matching program, and paid time off.

To apply: submit a resume, references and cover letter by email by 3/1/2018 to: szaxling@saveland.org.