Office Assistant Position Description

Pay: $15/hour

**Hours:** 10 hours per week on a recurring weekly schedule to be determined

**Earliest Start Date:** March 23, 2020

**End Date:** December 31, 2020

**About Jefferson Land Trust:** At Jefferson Land Trust we work with the community to preserve open space, working lands and habitat forever.

Jefferson Land Trust is a private, non-profit, community-driven conservation organization in Jefferson County, nestled on the stunning Olympic Peninsula of Washington State. We provide many services to landowners in our area and work with them to choose protection strategies that meet both their conservation goals and financial needs.

**Position Summary:** The Office Assistant answers inquiries by phone and in person, distributes mail, handles event RSVPs, and offers general support to our friendly office in uptown Port Townsend. The person in this position is supervised by the Engagement Coordinator and will work with volunteers.

**Essential Functions:**
- Greet visitors, respond to or redirect requests for information.
- Open and distribute mail.
- Answer telephone maintaining a professional and welcoming tone — respond to or redirect requests for information.
- Work with Engagement Coordinator to schedule front desk coverage with volunteer Front Desk Greeters.
- Provide administrative support for Land Trust team members with scanning, filing, copying, mailing, booking meetings, and other projects as needed.
- Support organization of documents on electronic filing systems (such as dropbox, photo organization or similar).
- Support ordering of supplies and troubleshooting office equipment as needed.
- Other projects as assigned.

**Qualifications:**

**Essential Qualifications**
- Familiarity with Office Suite, G-Suite and dropbox.
- Strong organizational skills; ability to track multiple projects and meet deadlines.

**Desired Qualifications**
- Warm, welcoming, and confident.
- Social media experience a plus.
Working Conditions: We work in a cozy office space in uptown Port Townsend (with a friendly dog on site every day). Most hours are spent at a computer (sitting or standing) with ergonomic accommodations provided as needed.

Equal Opportunity Statement:
At Jefferson Land Trust, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all. We believe that diversity and inclusion are critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

To apply: Please send resume and cover letter to Rebekah Korenowsky, Engagement Coordinator, at jobs@saveland.org, with the subject line: Office Assistant Application.

Applications will be considered on a rolling basis, with priority consideration given to those received by March 16, 2020.

Thank you!