



Administrative Assistant Position Description

Position Title: Administrative Assistant

Reports To: Executive Director

Status: Part (half) time

Starting Wage: \$13 to \$15 per hour, depending on experience

Position Summary: The Nisqually Land Trust seeks an energetic, motivated individual to fill a half-time position. The Administrative Assistant supports the Land Trust executive director, program staff, and board of directors. Activities include office administration, clerical tasks, participation in Land Trust events, and development/outreach support. The Administrative Assistant is often the first point of contact for inquiries from the public.

The ideal candidate will possess experience in customer service and office systems, a desire to gain familiarity with all aspects of our operations, and a commitment to our mission. In the past this position has been an opportunity to grow into other Land Trust positions.

The Nisqually Land Trust is a nationally accredited, 28-year-old nonprofit corporation with a reputation for high-quality conservation in one of the most beautiful watersheds in the country. Currently, we protect over 5,000 acres of wildlife habitat between Mount Rainier National Park and the Billy Frank Jr. Nisqually National Wildlife Refuge, where we have our office, on Puget Sound near Olympia.

Job Responsibilities:

- Greet visitors; answer phone, email, and mail correspondence; and deliver messages to staff
- Maintain office systems and equipment to ensure a smoothly functioning office
- Perform basic computer systems maintenance tasks, assist all staff in resolving technology issues, and serve as point of contact with contracted technology assistance, when needed
- Oversee office supplies and inventory
- Maintain organizational documents and records
- Provide support for monthly board meetings, including meeting logistics and materials
- Assist with financial processes, including preparing bank deposits, reconciling account statements, check requests, and filing
- Maintain grant and vendor files
- Assist with Land Trust events, including annual fundraiser and annual meeting.
- Assist with preparation of grant applications, mailings, and project related documents
- Share office cleaning chores (kitchen, bathrooms, etc.) with the rest of the staff

Qualifications

- Strong interest in conservation and the mission of the Land Trust
- Candidate must be organized, detail-oriented, and a positive team player

- Proficiency with personal computers and familiarity with small-business networks. Familiarity with QuickBooks and database programs preferred.
- Superior written and verbal communication skills
- Strong customer-service orientation and skills
- Two years of college (four years preferred) or equivalent experience
- Two years' experience in office administration, experience with non-profit administration preferred.

Benefits: Paid holidays, vacation and sick leave, mileage and phone reimbursement, training.

To Apply

The Land Trust will begin reviewing applications on September 23, 2016, with a goal of filling the position by October 7, 2016. However, applications will be accepted until the position is filled. **No calls please.** Your application should include the following:

- **Cover letter** describing your qualifications for and interest in the position.
- **Resume**
- **Three references** (We will contact your references only after you have given us permission.)
- **One writing sample.** Send us something that you think demonstrates writing skills appropriate to the position.

Please send the above materials in a single email of less than 10MB to nltsteward@nisquallylandtrust.org. We will acknowledge receipt of your application via return email and contact you as we proceed further into the recruitment and selection process. Thank you for your interest in the Nisqually Land Trust.