

## **Nisqually Land Trust**

### **Volunteer Position – Grant Administration Assistant**

Founded in 1989, the Nisqually Land Trust acquires and manages critical lands to permanently benefit the water, wildlife, and people of the Nisqually River Watershed. Today, we protect and manage over 6,500 acres. The Nisqually River Watershed is one of Washington’s most pristine river habitats, despite being located in a landscape that is extensively and increasingly urbanized. Our vision is to protect, restore, and manage the natural and essentially wild aspects of this river basin while cooperating with watershed communities to support an ecologically sustainable way of life.

#### **Project Description:**

As a Volunteer Grant Administration Assistant for the Nisqually Land Trust, you will help create and maintain the Land Trust’s grants archive. You will cross-check electronic and paper files; collaborate with Land Trust staff to compile complete grant files; organize files; and scan and print documents.

#### **Benefits:**

This volunteer position is a great opportunity for someone interested in becoming familiar with foundation and agency programs that support land conservation and habitat restoration in western Washington.

#### **Estimated Total Hours:**

80 hours

#### **Time Commitment:**

At least four (4) hours per week to be scheduled during Nisqually Land Trust office hours: Monday – Friday, 9 AM – 4 PM.

#### **Location:**

Nisqually Land Trust Office  
100 Brown Farm Road NE  
Olympia, WA 98516

#### **Qualifications:**

- Basic knowledge of computers and data entry
- Attention to detail
- Patience
- Dependability

Training will be provided, and Land Trust staff will be available to answer questions as they come up.

#### **How to Get Started:**

If you would like to volunteer for this opportunity, please send a cover letter and resume in PDF format that briefly outline your skills, interest, and availability to: [volunteer@nisquallylandtrust.org](mailto:volunteer@nisquallylandtrust.org). Please include “Volunteer Inquiry – Grant Administration Assistant” in the subject line of your email.

