

Nisqually Land Trust

Volunteer Position – Office 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 Office Assistant for the Nisqually Land Trust, you will help maintain the Land Trust's administrative and property files; do data entry; prepare for meetings and special events; answer phones; and help with other tasks as needed. The primary role of this position is to help ensure smooth administrative operations.

Benefits:

This volunteer position is a great opportunity for someone interested in becoming familiar with land conservation, nonprofit day-to-day operations, and the programs that support land conservation and habitat restoration in western Washington.

Estimated Total Hours:

Initially, 40 hours over 10-12 weeks. Volunteers are welcome to continue to serve in this capacity after the initial 40 hours are completed.

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
- Flexibility

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. Please include "Volunteer Inquiry – Office Assistant" in the subject line of your email.

