

Office Manager/Communications Associate Position Description

EVL's Mission: The mission of Estes Valley Land Trust is to preserve and protect open space, valleys, wetlands, streams, ranch lands, and wildlife habitat in the Estes Valley and surrounding area. Lands adjacent to Rocky Mountain National Park and the Arapaho-Roosevelt National Forest are of special concern.

Job Title: Office Manager/Communications Associate

Position Summary: The Estes Valley Land Trust has served the Estes Park community for 30 years, is well-respected and has a tremendous support from the local community. The Office Manager/Communications Associate will provide a high-energy and friendly first point of contact for members, donors, volunteers and office visitors. Good communication and customer service is critical to fundraising, volunteer recruitment and retention and coordinating successful activities, such as our summer breakfasts.

Recordkeeping is also essential to the land trust's work and this position is responsible for ensuring all our hardcopy and digital files are in order. This includes maintaining databases, electronic and hard copy files.

The Office Manager/Communications Associate is a full-time, salaried position and reports to the Executive Director.

Position Objectives:

- Create a pleasant working environment for volunteers, members, donors and Board members through high-energy and friendly engagement
- Ensure standards and practices are followed meticulously by organizing all records, managing databases and developing monthly Board agenda packets and minutes
- Grow our membership by coordinating all renewal solicitation and follow-up
- Provide a simple, fulfilling and effective volunteer monitoring experience by assigning monitoring duties to approximately 100 volunteers
- Engage the community and membership through social and print media, newsletters and digital communication

Duties and Responsibilities:

The Office Manager/Communications Associate's duties include the following:

General office (30%):

- Serve as the first point of contact for office visitors, phone calls, and general emails, and redirect inquiries for appropriate follow-up.
- Maintain effective communication and working relationships with Board members, committees, volunteers, and staff.
- Provide administrative support to staff, Board and committees.
- Maintain office files and archives.

- Recruit, train, and supervise office volunteers.
- Schedule meetings.
- Prepare monthly Board agenda packets for Board meetings.
- Attend board meetings and take minutes.
- Register Board and staff for conferences and workshops.
- Participate in trainings appropriate for position.

Membership/Community Outreach/Events (30%):

- Serve on the Community Outreach/Events/Membership Committee, attending monthly meetings.
- Coordinate membership, including:
 - Prepare and send quarterly membership solicitations and renewal notices.
 - Pickup mail daily, collect renewals and all donations.
 - Process all memberships and donations.
 - Prepare acknowledgement letters for contributions.
 - Facilitate Board's notes of appreciation to donors.
 - Maintain/update the membership database and record revenue in QuickBooks
 - Generate reports as needed.
- Update EVLT information with outside organizations to facilitate donations.
- Work with committees and other staff to promote our mission and engage the public, including:
 - Update EVLT website.
 - Coordinate design and publication of newsletters.
 - Publish social media posts and work with local media outlets to print articles.
 - Coordinate Vertical Response email correspondence with EVLT membership.
- Represent EVLT at occasional community events.
- Assist committees in planning, preparing for, and staging EVLT events.

Land Protection/Stewardship (30%):

- Update/compile information packets for prospective easement donors.
- Assemble welcome packages for new landowners.
- Assemble and maintain easement binders and files.
- Administrative support for monitoring activities, including:
 - Generate and mail letters to landowners.
 - Communicate with 100+ volunteer monitors relative to their monitoring assignments.
 - Arrange monitoring assignments.
 - Generate monitoring forms.
 - Assist in preparation of monitor training lunch and monitor packets.
 - Maintain/update files and binders.
 - Maintain/update easement/monitor database.

Other duties as assigned (10%):

- Support and participate in a variety of additional activities to help promote the overall mission of the organization.

The percentage allocation of work tasks may shift based on organizational needs.

Qualifications:

A selected candidate should have 3-5 years of successful work experience, preferably in a job requiring similar skills, and:

- Meticulous organizational skills, thoroughness, and attention to detail.
- Excellent customer service skills; warm, friendly personality.
- Demonstrated reliability, with ability to work as part of a team as well as independently.
- Ability to self-start, multi-task, manage time, and set priorities.
- Ability to work well with a wide range of people, including EVLT staff and Board members, volunteers, landowners, and the public.
- Excellent written and oral communication skills.
- Ability and willingness to maintain meticulous paper files and records.
- Proficiency with Microsoft Office Suite (Word, Access, Excel, Outlook). Knowledge of web content management (Word Press), Adobe Creative Suite, InDesign, and social media platforms is a plus.
- Familiarity with accounting software, such as QuickBooks and general accounting knowledge
- Ability to easily learn new computer skills as needed.
- Understanding of, and commitment to, EVLT's mission, goals and priorities.
- Must have valid driver's license and reliable transportation.

Additional Information:

Work hours: M-F 9-5, some weekends and evenings, as needed.

Compensation: \$35,000-\$45,000, depending on qualifications.

Benefits: Paid vacation and holidays, payment/bonus in lieu of medical and retirement benefits.

Supervisor: Position reports to the Executive Director.

Working Conditions:

Duties are generally performed in the office under sedentary conditions, in a storage unit (where some files are located), and occasionally at indoor or outdoor events. Lifting up to 30 pounds may be required. Evening and weekend work is occasionally required. Some local travel for errands and events; possibly longer distance travel to conferences.

Application Deadline:

5 PM, Mountain Daylight Time, Friday, October 6, 2017.

Application Requirements and Instructions:

Please send coverletter and resume to Jeffrey Boring, Executive Director, via email: jeffrey.boring@evlandtrust.org.