

Administrative Assistant 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: Administrative Assistant

Position Summary: The Estes Valley Land Trust has served the Estes Park community for over 30 years, is well-respected and has tremendous support from the local community. The Administrative Assistant will provide a high-energy and friendly first point of contact for 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 are essential to the land trust's work and this position is responsible for ensuring all our hardcopy and digital files are in order and that general accounting procedures are followed.

The Administrative Assistant is a part-time (25 hours/week), 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
- Grow our membership by coordinating all renewal solicitation and follow-up, including managing databases
- Practice general accounting principles related to organizational revenue and expenses

Duties and Responsibilities:

The Administrative Assistant'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.
- Register Board and staff for conferences and workshops.

- Provide administrative support for monitoring activities, including:
 - Generate and mail letters to landowners.
 - Assist in preparation of monitor training lunch and monitor packets.
 - Maintain/update files and binders.
- Update/compile information packets for prospective easement donors.
- Assemble welcome packages for new landowners.

Membership/Community Outreach/Events (30%):

- Coordinate large community events such as membership cookouts, breakfasts and trainings.
- Serve on the Outreach/Events/Membership Committee, attending monthly meetings.
- Coordinate membership program, including:
 - Prepare and send quarterly membership solicitations and renewal notices.
 - Pick up 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.
- Represent EVLT at occasional community events.
- Assist committees in planning, preparing for, and staging EVLT events.

General Bookkeeping (30%):

- Cut checks and coordinate signatures.
- Mail/make payments.
- Reconcile and compile supporting documentation for credit card charges.
- Review and approve ACH transfers.
- Schedule monthly bank statement reconciliation with appointed person.
- Compile documentation to complete reconciliation.

Other duties as assigned (10%):

- Support and participate in a variety of additional activities to help promote the overall mission of the organization.
- Serve as liaison with IT provider, landlord and other business partners.

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

Qualifications:

A selected candidate should have at least 1-2 years of successful work experience, preferably in a job requiring similar skills, a Bachelor's degree 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).
- Experience coordinating events for up to 150 people.
- 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.
- Knowledge of conservation and outdoor recreation issues and experience working with other non-profit organizations preferred.

Additional Information:

Work hours: M-F 9-2, some weekends and evenings, as needed.

Compensation: \$17,000-21,000, depending on qualifications.

Benefits: Paid vacation and holidays, payment 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, September 20, 2019.

Application Requirements and Instructions:

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