

Seasonal Administrative Assistant Position Description

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 is 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 (35 hours/week) 6-month 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
- Coordinate summer events
- 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.
- Prepare monthly Board agenda packets for Board meetings.
- Provide administrative support for monitoring activities, including:
 - Assist in preparation of monitor training lunch and monitor packets.
 - Maintain/update files and binders.
- Update/compile information packets for prospective easement donors.

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
- Represent EVLT at occasional community 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%):

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; flexible, warm, friendly and open-minded.
- 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.
- Proficiency with Microsoft Office Suite (Word, Excel). Experience with Access is preferred.
- Experience coordinating events for up to 150 people or more.
- Familiarity with accounting software and general accounting knowledge.
- 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 9-4:30, some weekends and evenings, as needed.

Compensation: \$15-17/hour, depending on qualifications.

Working Conditions:

Duties are generally performed in the office under sedentary conditions 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.

Application Deadline:

5 PM, Mountain Standard Time, Friday, March 27, 2020.

Application Requirements and Instructions:

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