

ADMINISTRATIVE ASSISTANT – SOURLAND CONSERVANCY

Location:

83 Princeton Avenue, Suite. 1A
Hopewell, New Jersey 08525
609-309-5155
www.sourland.org

Job Type: Part time (20 hrs/wk); one-year position

When to Apply: November 1-November 30

Job Start Date: January 2, 2017

Description:

Apply for this excellent opportunity to get involved in a well-respected, local environmental nonprofit that is the only organization dedicated solely to the protection of the Sourland Mountain region. Join the Sourland Conservancy to protect, promote and preserve the unique character of the Sourland Mountain region. This is currently a one-year, part-time position that is likely to be continued.

Title: Administrative Assistant

Reports to: Executive Director

General Job Description:

The Administrative Assistant performs various administrative duties to support the day to day operations, programs, projects and events of the Sourland Conservancy. The Administrative Assistant performs general office duties; coordinates and promotes meetings, programs, events and projects; interacts with volunteers, members and the general public.

Job Activities:

Coordinates our educational, hiking and stewardship programs.

Takes, prepares and distributes Board of Trustees meeting minutes.

Provides clerical and administrative support to the Executive Director and the Director of Communications and Fund Development.

Maintains files and spreadsheets including program registration lists and volunteer lists.

Maintains office supplies, equipment and computer systems. Contacts vendors for repairs and maintenance.

May conduct routine research on specific issues. May assist in writing articles, publishing newsletter and/or e-newsletter.

Performs miscellaneous duties as directed.

Knowledge & Skills:

- Proficiency with computer programs including Microsoft Suite word processors and Excel spreadsheets.
- Excellent written and oral communication skills.
- Passion for the Sourland Conservancy's mission to protect, promote and preserve the unique character of the Sourland Mountain region.
- Ability to interact effectively with volunteers, members, staff and the general public.

Compensation:

Salary to be discussed. No benefits available.

Professional Level: Entry level

Education Requirement: 4-year college degree, minimum.

How to Apply:

Please send a cover letter describing your qualifications and interest in the position plus your resume to Caroline Katmann at ckatmann@sourland.org.

Sourland Conservancy is an Equal Opportunity Employer.