



Job Description

Job Title:	Administrative Assistant
Hourly Rate:	\$18.27 - \$19.71
Job Type:	Part-time (20 hours per week)
Location:	Vancouver Office
Reports To:	People & Culture Administrator
FLSA Status:	Non-exempt

Columbia Land Trust is seeking a part-time **Administrative Assistant** to join its dynamic team.

Columbia Land Trust is an equal opportunity employer and is [committed to equity](#) as a core organizational value. Applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. People of color are strongly encouraged to apply.

Based in **Columbia Land Trust's Vancouver office**, the **Administrative Assistant** provides general office and other support services to all Columbia Land Trust departments and the Board of Directors, including office and technology systems, vendor management, receptionist and administrative duties, office space coordination, and purchasing of supplies.

Essential Duties:

Administration

- Supports operational policies, procedures and systems.
- Coordinates and maintains records for office space, phones, parking, company credit cards and office keys.
- Coordinates and submits corporate credit card statements on a monthly basis.
- Assists with weekly check runs.
- Serves as main point of reception for all phone calls, deliveries and in-person visits.
- Accepts deliveries and distributes the mail on a daily basis.
- Takes meeting minutes as assigned.
- Coordinates and sets up meetings and assists with internal functions and events.
- Makes travel arrangements for staff as requested.
- Performs general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.

Supplies

- Maintains office inventory (both in Vancouver and for remote offices), letterhead and mailing labels.
- Researches, prices, and purchases office furniture and supplies.
- Coordinates and serves as the primary contact for office vendors; follows up on contract issues.

Facilities:

- Organizes and maintains physical office location in Vancouver, Washington in cooperation with the People & Culture Administrator, to ensure an effective office environment.
 - Assists in the coordination of long-term and short term office space and rental arrangements.
 - Acts as a Liaison with landlords.
 - Assists satellite offices with facility issues.
 - Manages utilities and cleaning service periodically.
 - Sources furniture and equipment.
 - Manages kitchen/keep space tidy.
 - Affixes postage and mail outgoing mail (regular office mail plus special mailings from post office and fed ex.)
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- Sorts incoming mail and distribute

IT Support:

- Acts as a Liaison with Online Support
- Manages phone services.
- Troubleshoots issues and requesting support re computers, phones, and copier.
- Keeps and coordinates backup tapes for all server files.

Relationship Building:

- Communicates with donors, members, and others in a professional and personal way.
- Occasionally attends meetings as assigned.
- Builds rapport with office visitors.

Board Relations:

- Maintains and updates board manual and orientation materials.
- Coordinates preparation for and follow-up from Board meetings, including the board packet, meeting space and other meeting requirements.
- Updates committee rosters, schedules and other dynamic Board materials.
- Prepares for and attends committee meetings as assigned.
- Supports the operational functions of the Advisory Council, such as sending welcome letters, assisting with meetings and functions, coordinating proposed councilors with the board development committee and board, updates internal database and attends meetings
- Updates internal database of the Advisory Council.
- Assists with the coordination of board orientation meetings.

Other Job Duties As Assigned

- May assist with other Columbia Land Trust functions from time to time and as approved by the People & Culture Administrator.
For Example:
 - May assist other Land Trust departments with specific administrative tasks.
 - Special projects, such as creation of manuals and committee participation.
 - Order name tags and business cards.
 - Assists staff with conference registration and travel arrangements as well as supporting special events.

Qualifications:

- Maintains punctual, regular and predictable attendance.
 - Highly organized, with an ability to effectively manage multiple tasks simultaneously, with regular interruptions.
 - Experience collaborating with team members, colleagues across departments
 - Displays respectful and effective communication skills including presentation, persuasion, and negotiation skills required in working with employees and stakeholders, and the ability to communicate and remain calm and courteous under pressure.
 - Effective communication skills, including presentations) required for working with colleagues, stakeholders, and contractors.
 - Experience with Microsoft Office Suite.
 - Experience engaging personal and institutional diversity, equity, and inclusion.
 - Respectfully takes direction from People & Culture Administrator.
 - Candidates are invited to demonstrate professional and related life experience.
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Salary and Benefits:

Columbia Land Trust offers a competitive salary, comprehensive benefits package, and a supportive and positive work environment. The Land Trust benefits package includes a generous paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance for full time employees; voluntary benefits include a Section 125 - FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401 (K) retirement plan. Employees are encouraged to bring well-behaved dogs to work. Healthy, happy staff who feel they can bring their best selves to their work are critical to our shared success.

Application Instructions:

For consideration, please email your resume, list of potential references, and a cover letter with relevant experience to jobs@columbialandtrust.org. Include "Administrative Assistant" in the subject line. The position is open until filled. Applications will be reviewed starting on October 31, 2018

About Columbia Land Trust

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 28 years, Columbia Land Trust has permanently conserved more than 43,000 acres, an area equivalent to eight of Portland's Forest Parks, and has restored thousands of acres for the benefit of both wildlife and local communities. Today, the Land Trust is nationally recognized as a leader in conservation.

Columbia Land Trust recently embarked on a 25-year plan to conserve the lower Columbia's most important places by blending rigorous science and community partnerships. This conservation agenda outlines objectives for protecting and restoring wildlife habitat and natural resources across five varied regions, from the wetlands and old-growth forests of the Coast Range and Estuaries to the sagebrush-steppe of the Columbia Plateau and everywhere in between. Core to the conservation agenda is a commitment to supporting [a more inclusive and equitable conservation movement](#), arriving at common ground conservation solutions. Together, we are ensuring a future that is thriving, prosperous, and nature-rich. For more information, visit our website at columbialandtrust.org.
