



[Columbia Land Trust](http://ColumbiaLandTrust.org) is seeking a **Senior Administrative Assistant** to provide exceptional office support to our passionate team.

Columbia Land Trust conserves and cares for the Pacific Northwest lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. The Land Trust has protected more than 28,000 acres along the Columbia River and has more than 3,000 supporters in Oregon and Washington. Columbia Land Trust's headquarters are located on the beautiful Fort Vancouver National Historic Site in Vancouver, WA. Please visit columbialandtrust.org for more information.

The Senior 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. The ideal candidate will display a 'can-do' attitude, work collaboratively, and have the ability to manage multiple tasks simultaneously while still supporting our dynamic team.

Essential Duties:

Administrative Support for Executive Director

- Reviews Executive Director's e-mails, sorts them, identifies who he needs to respond to and responds to some of them directly.
- Keeps Executive Director's calendar including scheduling meetings and ensuring he has necessary reminders.
- Makes arrangements for Executive Director's travel, meetings (venues, reservations).
- Works with Executive Director to keep a task/priorities list.

Administration

- Supports and implements operational policies, procedures and systems.
- Coordinates and maintains records for office space, phones, parking, company credit cards, and office keys.
- Reconciles and codes corporate credit card statements on a monthly basis.
- Serves as main point of reception for all phone calls, deliveries and in-person visits.
- Assists with outgoing mail, receives and distributes incoming mail on a daily basis.
- Coordinates and sets up meetings and assists with internal functions and events.
- Makes travel arrangements for staff as requested.
- May assist Stewardship and Conservation as well as Fundraising and Outreach with specific tasks.
- Assists with special projects such as the creation of manuals, conference support and organization.
- Supports the Safety Committee.
- Performs general clerical duties to include but not limited to: photocopying, faxing, mailing, filing and updating all employee rosters and lists.
- Maintains inventory of office supplies, letterhead and mailing labels, including researching, pricing and purchasing new office furniture and supplies when needed.
- Coordinates with and serves as the primary contact for office vendors; follows up on contract issues.

- Organizes and maintains physical office in Vancouver, Washington in cooperation with the Deputy Director & General Counsel, to ensure an effective office environment.
- Assists the Deputy Director & General Counsel in selecting and managing property liability insurance.
- Acts as a Liaison with landlords.
- Assists satellite offices with facility issues.

IT Support

- Serves as lead for daily technology issues, questions and troubleshooting. Works directly with technology and phone contractors to solve issues.
- Tracks the need for new computers and hardware and manages technology budget. Purchases IT equipment per set guidelines.
- Keeps and coordinates backup tapes for all server files.

Human Resources

- Acts as a Liaison with HR Consulting firm.
- Orders and coordinates background checks for new hires.
- Coordinates and conducts new employee onboarding including office and benefits orientation.
- Assists Deputy Director & General Counsel with the coordination and maintenance of personnel records for staff.
- Maintains employee policy handbook.
- Manages health insurance and other benefits.
- Supports payroll by providing Xenium with “employee” change of status information.

Qualifications:

- Associate's degree (A. A.) or equivalent from two-year college or technical school and three or more years of related experience and/or training.
- Two or more years of professional experience in office support functions, nonprofit and/or Human Resources experience strongly preferred.
- Notary license strongly preferred. Must have a valid driver's license, current insurance and appropriate registrations.
- Must be detail-oriented and set high standards for accuracy.
- Displays polite 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.
- Must possess good verbal and written communications skills.
- Must have demonstrated experience with Microsoft Office Suite.

For consideration, please email your resume, list of potential references, and a cover letter with relevant experience to cltjobs@columbialandtrust.org.

The application deadline is Thursday, March 31st.

The salary range for this position is \$42,000 to \$50,000.

Columbia Land Trust is an EEO employer.

For more information about us, please visit columbialandtrust.org.