

**Job Title:** Administrative Assistant  
**Hourly Rate:** \$18.38-\$20.21  
**Job Type:** Full-time/40 hours per week  
**Location:** Vancouver Office  
**Reports To:** People & Culture Administrator  
**FLSA Status:** Non-exempt



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

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 27 years, Columbia Land Trust has permanently conserved more than 50,000 acres of fish and wildlife habitat, forestland, and farmland, and has restored thousands of acres for the benefit of both wildlife and local communities. Core to our conservation work is a commitment to supporting a more inclusive and equitable conservation movement achieving common ground conservation solutions. Together, we are protecting a future that is thriving, prosperous, and wild.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. We are [committed to equity](#) as a core organizational value. Applicants should be able to demonstrate a commitment to issues of diversity, equity, and inclusion. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply for this opportunity.

Columbia Land Trust's headquarters are located on the campus of Fort Vancouver near downtown Vancouver, WA, just across the Columbia River from Portland, OR. Additional offices are located in Portland, Hood River, and Astoria, Oregon. For more information about the Land Trust, please visit [columbialandtrust.org](http://columbialandtrust.org).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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, invoice processing, vendor management, receptionist and administrative duties, office space coordination, and purchasing of supplies.

The position is based in the Land Trust's Vancouver, WA office. During the COVID pandemic, the Land Trust's offices are closed and staff are working from home. Upon return, this position will be expected to be in the office on a regular basis, but may still be able to work from home 1-2 days a week. Technology and equipment needed to effectively work from home will be provided.

#### **Administration**

- Manages weekly invoice processing and check distribution
- Coordinates and submits corporate credit card statements on a monthly basis
- Serves as main point of reception for all phone calls and in-person visits
- Accepts deliveries and distributes the mail on a daily basis
- Coordinates and maintains records for office space, phones, parking, company credit cards and office keys

- Supports the organization and management of organization files systems on SharePoint and OneDrive
- Coordinates and sets up virtual and in-person meetings and assists with internal functions and events.
- Takes meeting minutes as assigned
- Makes travel arrangements for staff as requested
- Works with General Counsel to maintain organizational insurance records
- Supports operational policies, procedures and systems

#### **Supplies**

- Manages supply inventory for all offices
- Researches, prices, and purchases office furniture and equipment
- Coordinates and serves as the primary contact for office vendors; follows up on contract issues

#### **Facilities:**

- Coordinates shared office responsibilities to ensure an effective office environment for all locations
- Assists in the coordination of long-term and short-term office space and rental arrangements
- Acts as a liaison with landlords for maintenance requests
- Assists satellite offices with facility issues
- Manages utilities and cleaning service

#### **Technology Support:**

- Acts as a Liaison with our IT contractor to ensure services are up to date and needs are met
- Manages office and cell phone services
- Assists staff with basic technological questions and requests support from IT contractor as needed
- Researches different technology needs as they are identified

#### **Board Relations:**

- Maintains and updates Board manual and orientation materials
- Coordinates preparation and follow-up for all Board meetings, including the Board packet, meeting space, and other meeting requirements
- Updates committee rosters, schedules, and other Board materials

### **QUALIFICATIONS**

Columbia Land Trust expects that applicants will have skills and experience with some of the work listed above, or with other similar work. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. Columbia Land Trust is prepared to support the training necessary to ensure qualified candidates have the skills to effectively accomplish the work. Accommodations may be made to enable individuals with disabilities to perform essential functions.

Candidates are invited to demonstrate professional or related life experience related to the qualifications below. To thrive in this job, the Administrative Assistant must have:

- Strong organization skills with an ability to effectively manage multiple tasks simultaneously, with regular interruptions
- An attention to detail and ability to track and meet deadlines
- Ability to independently intake problems and provide solutions and support
- An ability to work collaboratively in a team environment with a spirit of cooperation
- An ability to communicate with staff, Board members, donors and the general public. Includes the ability to communicate effectively and remain calm under pressure
- Proficient skills with Microsoft Office Suite and Adobe Acrobat
- Experience and/or interest in providing basic technological support
- An ability to work productively with people from racially and culturally diverse backgrounds
- Experience engaging in personal or organizational diversity, equity, and inclusion work
- A genuine enthusiasm in the mission, values and work of Columbia Land Trust

### **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.

### **ORGANIZATIONAL COVID-19 VACCINATION INFORMATION**

Columbia Land Trust does not currently require its employees to receive the COVID-19 vaccination, but plans to do so once it has been fully approved by the FDA. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

### **APPLICATION INSTRUCTIONS**

To be considered for the Administrative Assistant position, please email a cover letter and resume to [jobs@columbialandtrust.org](mailto:jobs@columbialandtrust.org). Please include the following in your cover letter:

- A description of your interest in this position within Columbia Land Trust, including what makes you well suited for the role;
- Your commitment to and experience with issues related to diversity, equity, and inclusion.

This position is open until filled. Applications will be reviewed as they are received and applicants are strongly encouraged to submit materials as soon as possible.

Mailed applications can be submitted to:  
 Brianna Pantele – People & Culture Administrator  
 Columbia Land Trust  
 850 Officers Row  
 Vancouver, WA 98661

*Columbia Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*