



EAGLE VALLEY LAND TRUST

Administrative Coordinator Job Description

The mission of the Eagle Valley Land Trust (EVLTL) is to protect forever the lands we love, to preserve our heritage, scenic beauty, recreational opportunities, and wildlife habitats, and to build a permanent legacy for future generations. Partnering with landowners and grant funders, EVLTL has already conserved nearly 11,300 acres of such lands and hopes to conserve another 20,000 acres by 2026.

General Job Description:

Reporting to the Executive Director (ED), the Coordinator manages the day-to-day operations of the office with significant autonomy and decision-making discretion and supports staff and the Board of Directors as directed by the Executive Director.

Principal Responsibilities:

1. General - Order office and printer supplies, receive, disperse, and send mail; copy, print, and scan; letter writing and correspondence; maintain office files and archives; maintain EVLTL's administrative forms, policies and procedures; maintain EVLTL calendar; other general clerical and administrative work.
2. Board of Director Administration – Communicate effectively with Board members; collect, maintain and update board forms, files, and handbook documents; coordinate new board member orientation; manage logistics of board and committee meetings; take minutes for meetings as requested.
3. Events – Assist with all aspects of event preparation, such as tracking RSVPs, ticket sales, table assignments, supply orders, expense/income tracking, coordination with caterers; provide event day support.
4. Communications - Assist other staff with editing including social media posts, web site, advertising, and newsletters.
5. Fundraising – Manage database entry, mail merges, and mailings.
6. Financial – Manage financial activities including collecting payments, billing, filing, making bank deposits and coordination with bookkeeper.
7. Technical – Oversee telephone, printer, computer, cloud backup/hard drive backup, etc. system maintenance and repairs. Manage email/computer accounts.
8. Operations – Manage insurance, benefits, accreditation and certification renewals, human resources benefits administration, coordinate Land Trust Alliance Re-accreditation.
9. Other job-related tasks as assigned by the ED.

Desired Outcomes:

- EVLTL appears professional and focused; is projected as a leader in the community of other non-profits and local land trusts.
- Filing is organized so that documents and files are easy to locate and contain the information needed.
- Board of Director and Committee meetings are well executed, and minutes are finalized and distributed in a timely fashion.
- EVLTL is organized and ready to comply with Land Trust Alliance re-accreditation in future years.
- Deposits, database entry, and donor thanking are completed promptly and accurately.
- Technical infrastructure, particularly information systems and backups, is operating reliably; problems are resolved quickly.
- Office supplies needs are anticipated and maintained.
- Well-informed decisions are made in advance of deadlines for all operational renewals (memberships, insurance, licensing, etc.).

Qualifications:

- Minimum two years of experience in a professional administrative role; non-profit experience a plus
- High energy, and a passion for EVLT's mission
- Excellent interpersonal communication skills, both written and verbal
- Excellent record-keeping and detailed organizational skills
- Familiarity with and ability to identify real estate transaction documents a plus
- Strong technical/computer skills including Microsoft Office Suite and Google Drive; proficiency with database entry, computer maintenance, networking, and data backup a plus
- A desire to work for a fast-paced nonprofit organization
- Ability to be flexible and maintain a positive attitude
- Able to prioritize and manage multiple, often unexpected, tasks with ease and within required timeframes
- Willingness to work under direct supervision, as part of a team, and independently as necessary
- Ability to exercise independent judgment and discretion when making significant decisions, including critical thinking skills, initiative, and confident problem solving.
- Valid driver's license and ability to drive for work

Compensation, Physical Requirements, and Work Environment:

- Compensation will depend upon experience.
- This is an approximately 32 or 40 hours per week exempt position including healthcare and retirement benefits.
- While primarily office work, this position will require periodic weekend, early morning, and evening work in and outside of the office.
- Work requires some physical exertion such as strenuous hiking, walking, standing, lifting (up to 50 lbs.), carrying, or similar activities, sometimes in inclement weather.

Application Instructions

Qualified applicants are encouraged to apply by sending a cover letter, references, and resume including desired compensation range, all as attachments in one email to exec@evlt.org. The position will be open until filled. We plan to reply to all applicants within three weeks of application receipt.