



Douglas Land Conservancy Job Announcement

Administrative Coordinator

Do you enjoy helping others stay organized and have a passion for the environment? If so, you could be Douglas Land Conservancy's new Administrative Coordinator. DLC is seeking an energetic, experienced professional to join our team. Based in Castle Rock, Colorado, since 1987, Douglas Land Conservancy is a nonpartisan, nonprofit land trust dedicated to the protection and conservation of open space in the Front Range region of Colorado. DLC has helped protect over 28,000 acres of both public and private lands, including agricultural and ranch lands, public recreation open spaces, scenic viewscapes, and critical wildlife habitat and wetlands. Appreciation of the land and its natural beauty is a shared community value for DLC and the region. Our robust programs include outdoor hikes, educational opportunities, and community outreach events.

Specific Responsibilities

The Administrative Coordinator will focus on supporting staff activities that further DLC's mission and strategic goals. This role is a support role for the day-to-day activities of Douglas Land Conservancy. The position includes functions such as data entry, electronic filing, report generation, and taking minutes. The administrative coordinator oversees daily office operations and provides comprehensive executive administrative support to the Executive Director and leadership, including meeting coordination, mail coordination, and confidential project assistance. The position also encompasses board liaison responsibilities including meeting coordination and support, staff event planning and ensures compliance with various documentation and reporting requirements.

Organizational Support (100%)

- Assist with day-to-day administrative duties such as running reports, tracking outreach data, and calendar coordination. Manage all daily mail operations.
- Assist with the execution of DLC's newsletters, annual report, social media feeds, and event marketing.
- Assist with the planning, implementation, and oversight of DLC's education and outreach programs.



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- In partnership with the Outreach and Community Engagement Manager, help manage the Agents of Discovery program in coordination with Douglas County.
- Assist with executing DLC's communications strategy through multiple platforms such as email newsletters, biweekly Board newsletters, social media platforms, website updates, development of an annual Impact Report and annual photo contest.
- Assist with planning and execution of all DLC major fundraising events.
 - Draft, edit, and prepare correspondence, reports, presentations, and other documents on behalf of staff. Ensure professional quality and timely delivery of all assignments.

Desired skills:

- Administration experience with a focus on communications and data entry
- Familiarity and comfort with technology including Microsoft Office, databases, Adobe, online event tools (EventBrite, Humanitix)
- Familiarity with email marketing and social media platforms
- Familiarity with Salesforce, LOCATE, or similar databases
 - Excellent attention to detail
 - Excellent people skills

The desired candidate can work well in a nonprofit environment where day-to-day activities change constantly depending on the time of year and the goals set by the organization's strategic plan and annual workplan. There are times spent outdoors on hikes and other events. Love of the outdoors and nature a plus!

Compensation

The budgeted salary range for this position is **\$24 per hour for 20-25 hours per week**, commensurate with skills, years of experience, location and unique background and qualifications of the candidate.

Contact

Send resume and cover letter to info@douglaslandconservancy.org **Attn: Administrative Coordinator Position by March 13, 2026**. If email is not an option, applications will be accepted by mail to Douglas Land Conservancy, PO Box 462, Castle Rock, CO 80104.

Douglas Land Conservancy is an equal opportunity employer and does not discriminate based on race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, disability, marital status, or veteran status.