

Grand Traverse Conservation District
Administrative Assistant
Position Description

POSITION SUMMARY:

The Administrative Assistant is responsible for providing day-to-day administrative support to finance and administration and development staff of the Grand Traverse Conservation District. Primary responsibilities may include: daily mail processing to include receivables and donor/membership data basing; assisting with major mailings of the District; processing outgoing daily mail; maintaining adequate office supplies and postage; filing; entering data into donor database computer programs; assisting with District meetings, Annual Meeting & election documents; tracking raffle tickets; and, other duties as directed by the Finance Coordinator and Executive Director.

RELATIONSHIPS:

Reports to: Finance Coordinator and Executive Director

Supervises: None; Works with: All Grand Traverse Conservation District staff; volunteers

RESPONSIBILITIES AND DUTIES:

Office Assistance

- Obtains, distributes and files all incoming mail and takes daily outgoing mail to a postal receptacle;
- Programs recorded updates into phone system to accommodate new staff, revise phone extension cards and edit and record District main phone message;
- Programs District cash registers for various events;
- Monitors and orders to maintain adequate levels general office supplies for the District;
- Performs errands that assist regular office functions as needed; post office, banking, office supplies, etc.;
- Responds to staff inquiries regarding office machine maintenance and repairs and makes appropriate calls for service; for copier, printers, fax and telephone system, nature center appliances;
- Organizes and maintains the files/records for office equipment manuals, repairs and warranties;
- Maintains established office filing and storage systems;
- Maintains and distributes updated Board/Staff contact lists;
- May assist Finance Coordinator and Executive Director with other duties as needed.

Financial/Development Assistance

- Processes daily donations;
- Prepares donor letters for Executive Director's signature within 48-hours of receipt;
- Monitors and initiates annual renewal reminders for Friends of the Grand Traverse Conservation District;
- Manages District's credit card check outs and log;
- Manages Petty Cash;
- Completes weekly bank deposit;
- Manages the District's donor database, including entering and compiling data;
- Coordinates the scheduled major donor mailings for the District which may include running queries to obtain the desired list of recipients, managing the mailing process if done "in-house," by directing volunteers sorting, labeling completing USPS bulk mail forms and ensuring delivery of mailing to USPS bulk mail center;
- Assists on cash register at District events such as the Seedling, Native Plant Sales and other district events, to include proper internal controls and separation of duties for cash handling;

- Assists Finance Coordinator in various duties.

Organizational Support

- Attends, participates, and takes notes in regular staff meetings;
- May be asked to provide general information and support to staff for Conservation District operations as it relates to budgets, policy and/or general operations.

STANDARDS OF PERFORMANCE:

Success is measured by the degree to which:

- Daily Receivables are processed and entered accurately in accounting and donor software, letters and mailings are generated and mailed on time;
- New and renewed friends (membership) applications are maintained and generated on time;
- District phone systems are maintained and updated with proper recordings and individual staff office phone cards are accurate and up-to-date;
- District cash registers are programmed as needed;
- Office machinery contracts, warranties and supplies are filed and maintained within budget as planned;
- Highest standards of confidentiality are maintained regarding our donors, volunteers and district personnel.

WORKING CONDITIONS:

The primary work place is in a typical office setting at the Grand Traverse Conservation District office in the Boardman River Nature Center in Traverse City, MI.

REQUIRED KNOWLEDGE & EXPERIENCE:

Related Work Experience

- A minimum of four years current experience in an administrative role.

Formal Education or Equivalent

- High school diploma required.
- Associates degree (or equivalent training) in business management and/or accounting preferred

Skills & Abilities

- Excellent organizational skills, with motivation for details and high level of accuracy;
- Able to focus and manage several projects in an environment with multiple distractions;
- Must be able to work independently of direct supervision and as part of a team;
- Familiarity with donation management software a plus;
- Ability and track record of maintaining strict confidentiality regarding personnel information and as appropriate; the assets of the Conservation District;
- Ability to operate a standard cash register;
- Computer literacy including Microsoft Office and web applications;
- Must have valid driver's license and vehicle that may be used for local travel for the District.

Other:

- Lift and handles materials of up to 35 pounds without assistance;
- Communicate effectively, both verbally and in writing, in the English language;
- Able to work efficiently outdoors in varying conditions and terrain;
- Must be able to work flexible hours, including some evenings and weekends.

TO APPLY: Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to GTCD Executive Director, Marsha Barber Clark, at mclark@gtcd.org. The application can be found on the GTCD website www.natureiscalling.org.

COMPENSATION

The Administrative Assistant is a part-time, 20 hour/week position. There may be some flexibility as to the numbers of days worked to obtain the weekly hours. This position is not exempt from overtime requirements with an hourly wage ranging from \$10.00 to \$13.00/hour depending on experience. Some evenings and weekend work may be required

Applications must be received no later than 4:30 PM EST, Friday, May 5, 2018 or until filled.

The Grand Traverse Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.