

Grand Traverse Conservation District

Administrative Assistant

Position Description

DATE UPDATED: 2 March, 2020

POSITION IDENTIFICATION

Administrative Assistant; Part-time; 32 hours per week, Monday – Friday, and some Saturdays, working hours will be scheduled between 8:00am and 4:00pm, FLSA non-exempt.

POSITION SUMMARY

The Administrative Assistant position assists the Grand Traverse Conservation District to further its mission by providing administrative support to the District office. The Assistant provides various office, marketing, financial, facilities and volunteer assistance.

RELATIONSHIPS

Reports to:	Executive Director (or their designee)
Supervises:	None
Works with:	All GTCD Staff
External Stakeholders:	Volunteers, Nature Center visitors, Facility Rental customers of the Nature Center, Nature Center program participants, GTCD event participants, local media

RESPONSIBILITIES AND DUTIES

Office Assistance (35%)

- Answers phone and redirects calls to appropriate staff as needed;
- 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 phone message;
- Monitors and orders to maintain adequate levels general office & janitorial supplies for the District;
- Performs duties 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 and distributes updated Board/Staff contact lists;
- May assist Finance and HR Coordinator with other duties as assigned.
- Greets guests when docents are not present.

Marketing Assistance (25%)

- Works with Community Engagement Specialist to design and facilitate production of various printed collateral, including brochures, newsletters, special donor/volunteer updates and other key marketing materials (e.g. annual report);
- Updates the GTCD's website (www.natureiscalling.org) on a consistent basis, including updates to upcoming events;
- Works with the Community Engagement Specialist to develop, manage and produce the GTCD monthly eNewsletter;
- Prepares and sends out press-releases for monthly programs as well as any other programs as requested by staff;
- Works on District social media accounts by posting content and responding to followers (Facebook, Flickr, Twitter, etc.).

Financial/Development Assistance (25%)

- Monitors and initiates annual renewal reminders for Friends of the Grand Traverse Conservation District;
- 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 volunteer sorting, labeling completing USPS bulk mail forms and ensuring delivery of mailing to USPS bulk mail center;
- Close out the cash register daily and prepare the Daily Sales Report for the day;

Facility Management (10%)

- Coordinates use of Nature Center facilities by internal and external users; book dates, manage use agreements and set up;
- Works with staff to promote facility rentals and repeat bookings to meet facility use revenue budget;
- Check Nature Center twice a day for cleanliness;
- Review contracted cleaners work and bring issues to management's attention.

Volunteer Engagement (5%)

- Assists with recruiting volunteers for educational programs and hikes, special events and other volunteer needs for the District;
- Assists other staff with volunteer recognition events and communications;
- Assists with District volunteer database management and data entry;

STANDARDS OF PERFORMANCE

Success is measured by the degree to which:

- 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;
- Marketing goals are met in a consistent manner;
- Nature Center visitors and users report positive experiences with the Administrative Assistant;
- Facilities are fully rented and fees are collected per policy and double bookings are avoided;

- Entries for volunteer information are accurate and timely;
- New and renewed Friends (membership) applications are maintained and generated on time.

WORKING CONDITIONS

The primary work place is in a typical office setting at the District’s office in the Boardman River Nature Center in Traverse City, MI. The assistant may be required to lift up to 35 pounds and carry it short distances.

REQUIRED KNOWLEDGE AND EXPERIENCE

Related Work Experience

- At least two years of experience with administrative and/or marketing type work.
- Significant experience with a variety of computer programs.

Formal Education or Equivalent

- High School diploma with excellent academic performance; associate’s or bachelor’s degree preferred, ideally in a natural resource, marketing or business field.

Skills

- Strong organizational skills with motivation for details and high level of accuracy;
- Verifiable skills with Microsoft Office Suite; skills with Adobe products and WordPress a plus;
- Outstanding verbal and written communication skills in the English language;
- Excellent social and interpersonal skills; relates effectively to diverse clientele and work groups;
- First-rate ability to prioritize assignments;
- Knowledge of social media sites and the ability to grow followers.

Other

- Must maintain a valid driver’s license.

Employee’s Signature: _____ Date: _____

Executive Director’s Signature: _____ Date: _____

COMPENSATION

The Administrative Assistant is a part-time, 32 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 \$15.00 to \$18.00/hour depending on experience. Some evenings and weekend work may be required.

PREFERRED START DATE

April 20, 2020

TO APPLY

Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to the Executive Director, at Koffi@gtcd.org. The application can be found on the GTCD website www.natureiscalling.org/about/employment.

Resumes accepted until Friday, March 20, 2020 at 5:00pm EST.

Grand Traverse Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.