

POSITION ANNOUNCEMENT
Southern Appalachian Highlands Conservancy
Office Administrator

The Southern Appalachian Highlands Conservancy (SAHC) is an established and accredited land trust serving a 10-county region in the mountains of North Carolina and Tennessee. Since 1974, we have conserved more than 49,000 acres of the region's most important lands. We are now pursuing land and conservation easement acquisitions to protect thousands more key acres.

Description: Full-time, permanent, full benefits. The Office Administrator is responsible for general operational and clerical support including coordinating the flow of communications through and from the office and maintaining office operations, policies and schedules. Specific responsibilities include:

Responsibilities:

1. Maintain office operations, polices, and schedules

- Coordinate and schedule activities of the board, volunteers, staff and others as they relate to organizational campaigns, projects, events, and fundraising appeals.
- Develop and maintain an inventory and record-keeping system for office supplies, publications and other materials, and purchase as needed
- Organize logistics for meetings and conferences
- Maintain updated lists of Board members, staff, contacts, etc.
- Answer office phone and forward to appropriate staff and greet and direct office visitors
- Update and maintain listserv and email accounts
- Help coordinate special events, the SAHC Annual Meeting & Land Trust Day
- Take and draft meeting minutes as requested
- Organize and maintain thorough and accurate computer and hard copy filing systems for organizational activities
- Development & implementation of SAHC's green policy of moving toward a paperless office environment.
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2. Coordinate the flow of communications through and from the office

- Disseminate information to the public and SAHC's client groups (land trusts, community groups, landowners)
- Pick up and distribute mail and perform other administrative duties, including picking up supplies and materials as needed
- Prepare and distribute board meeting minutes, agendas, and other information to the board of directors and staff.
- Prepare and distribute information packets for landowners, land trusts and any public inquiries as needed
- Work with communications team to maintain calendars and deadlines and to update communication tools, such as display boards and PowerPoint presentations.
- Update master Board of Trustees Manual on an annual basis.
- Fulfill merchandise orders

3. Work with other office staff to develop and distribute printed materials, newsletters, and informational packets including e-news updates to community.
4. Prepare and make bank deposits as needed, scanning incoming checks, and enter into computer
5. Ensure proper maintenance of office equipment.
6. Perform other responsibilities and activities as deemed appropriate by the Associate Director.

Qualifications:

- Excellent organizational skills. Attention to detail, self-motivated with the ability to see what needs to be done and to work independently, with little supervision.
- BA/BS or Associate degree in related field and 2 years related experience or equivalent combination of education and experience. Experience working for a land trust or other non-profit desirable.
- Strong verbal and written communication skills, Ability to communicate effectively with people, agencies and organizations.
- Computer literacy (PC and Mac platforms), especially experience in database management, bookkeeping, and computer software and network trouble-shooting. Understanding of Quickbooks Pro, Salesforce, Microsoft Office Suite, and Adobe Creative Suite.
- Commitment to land conservation and basic understanding of SAHC's mission.
- Tact and strong diplomacy skills. Talent for maintaining forward momentum in delicate situations.
- Persistence, sense of humor, and entrepreneurial spirit. Ability to balance and pursue multiple projects simultaneously. High tolerance for meeting competing demands efficiently, without becoming flustered.
- Desire and talent for working as part of a team. Enthusiastic, creative, self-motivated individual able to work with and motivate coworkers and volunteers.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Job Category: Full-time Exempt (40 hours/week)

Salary: Commensurate with experience and skills. SAHC provides a competitive salary and benefits package to full-time employees, which includes health insurance, retirement fund, and paid vacation.

To Apply: Interested applicants should submit a cover letter, resume, and 3 professional references to Kristy Urquhart - kristy@appalachian.org. Please include "Office Administrator" in subject line. No phone calls please. Open until filled.