



**CONSERVATION PROGRAMS ASSISTANT
JOB DESCRIPTION SUMMARY
REPORTS TO: CHIEF PROGRAM OFFICER
NOVEMBER, 2015**

I. BASIC PURPOSE OR FUNCTION OF THE POSITION:

The Conservation Programs Assistant provides essential administrative support to the Chief Program Officer (CPO) as well as general support to the Conservation Programs Team (Land, Science & Education). The Conservation Programs Assistant also serves as a liaison between the Conservation Programs Department and other League departments as well as outside constituents.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

➤ **Chief Program Officer:**

- Manage the daily operations of the CPO's office, including:
 - Proactively manage the CPO's calendar; secure appointments with staff, public officials, potential donors, landowners, landowners' attorneys, title companies, community members, and other members of the public
 - Make travel arrangements for CPO and members of the Land Team, as assigned
 - Prepare meeting agendas, materials, provide reports, create presentations, take and prepare meeting minutes
 - Draft correspondence and other communications, including those containing confidential information
 - Manage contract routing, process incoming mail and invoices, compile expense reports
- Provide support to the CPO in the fulfillment of departmental duties by coordinating budget preparation for entire department, file maintenance, staff meeting presentations, Board meeting materials, etc.

➤ **Conservation Programs Department:**

- Provide general support to the Conservation Programs Department (Land, Science & Education) as needed.
 - Admin & Operations
 - Schedule meetings with internal & external parties and make travel arrangements as needed
 - Manage department deadlines, coordinate and track the fulfillment of departmental materials such as budgets, presentations and board materials
 - Manage conference registrations (coordinate with all departments)
 - Responsible for maintenance of departmental files and archives, including serving as point of contact for inter-departmental data management projects (e.g., ACDSee photo library and file scanning) and off-site file storage coordination.
 - Process incoming mail and invoices (including property taxes)

- Research, Mapping & Creating/Editing Content
 - Research policies, procedures and historical data as well as relevant programmatic topics as needed
 - Create maps in ArcGIS with both new and existing data
 - Create PowerPoints & written reports as needed
 - Edit/Format documents (ex: management plans, reports, Baselines, emails, PowerPoints, proposals, etc.) including those containing confidential information
 - Event support
 - Coordinate logistics and prep as needed. Includes but not limited to making travel arrangements, coordinating food/event catering with outside vendors, organizing transportation, producing agendas and managing invites
 - Accompany staff on site visits, meetings, field trips as needed to serve as “day of” logistics coordinator and troubleshooter. Provide hands on support, take notes, photograph, facilitate agenda, etc.
 - Special projects, as assigned by the CPO and Conservation Programs Team
 - May include coordinating with Conservation Programs Team to engage volunteers & community members (when appropriate) in League stewardship, science and education opportunities
- **Conservation Liaison for League Staff & Outside Constituents:**
- Serve as point of contact between the Conservation Programs Department and other departments
 - Field general inquiries
 - Coordinate the collection and dissemination of information regarding current project status for various internal planning and reporting meetings and other written collateral as assigned
 - Work with Finance department to provide data on land transactions for entry into the League’s corporate/finance information system for use in budget planning, reporting and projections, as well as preparation for the organization’s annual audit
 - Work with Development and Outreach departments to provide maps and project information/updates that keep them informed and meet their needs
 - Serve as point of contact between the League and outside parties
 - Field general inquiries made by external constituents; follow up when necessary
 - Receive new potential properties/projects for the League. Develop new property evaluations & maps using ParcelQuest, the League’s CAPP and ArcGIS. Present and discuss with Conservation Programs Team, track approval/denial in spreadsheet and follow up as necessary
- **Additional Support:**
- Serve as front desk reception back up upon occasion, when Office Manager is absent
 - General event support for other departments (staffing, organizing, sending invites, etc.)

III. Qualifications:

- Bachelor’s degree or comparable experience
- Minimum one year of experience providing administrative support within a real estate, conservation, legal or related environment
- Organized and efficient, capable of managing multiple projects with competing priorities to the highest standards in a timely manner and with impeccable attention to detail

- Proactive self-starter requiring minimal supervision; able to develop solutions to complex matters independently, but also works well on teams
- Personal passion for preserving the natural world and a strong commitment to Save the Redwoods League's mission and values
- Strong research, writing and oral communication skills
- Customer service (especially phone) experience highly desirable
- High proficiency with Microsoft Office (Word, PowerPoint & Excel), ArcGIS, GPS and other databases
- Experience with Prezi, ACDSec, Adobe Photoshop & Raiser's Edge is a plus

IV. SUPERVISORY RESPONSIBILITIES:

- None

V. WORKING CONDITIONS/physical effort:

- Occasional weekend and evening responsibilities
- Regularly sits at a desk; actively utilizes computers, telephones and other office equipment
- Frequently moves about the office to collaborate with colleagues
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds.
- Periodic travel in California (sometimes overnight)
- Occasionally required to hike through forest land while working off-site, including walking on uneven ground, climbing over obstacles, and accessing remote locations
- Valid driver's license and safe driving record