



## Conservation Programs Assistant

*Are you searching for a career that combines your outstanding support skills with your passion for preserving the natural world and our great redwood forests?* We are looking for an energetic and collaborative individual with excellent organizational abilities for our **Conservation Programs Assistant**. Is this you?

**Save the Redwoods League** has been preserving redwoods and redwood ecosystems for nearly 100 years, with the mission of protecting and restoring redwood forests and connecting people with their peace and beauty so these wonders of the natural world will continue to flourish. As an established organization, we are leaders in the effort to ensure thousand-year old forests exist for many more years to come.

As the **Conservation Programs Assistant**, you are a critical team member who will provide essential administrative support to the Chief Program Officer and Conservation Programs team. You will also serve as a liaison between the Conservation Programs Department, other League departments, and our outside constituents.

### ESSENTIAL DUTIES:

- Manages the CPO's calendar; secures appointments with staff, public officials, potential donors, landowners, landowners' attorneys, title companies, community members, and other members of the public
- Provides support to the CPO in the fulfillment of departmental duties, including expense reports and budget preparation
- Makes travel arrangements for the CPO and members of the program team
- Serves as first point of contact between the Conservation Programs Team and other departments and external parties; fields and triages general inquiries from constituents and provides information, maps and project updates to other departments and staff
- Drafts correspondence, meeting agendas, materials, and reports; creates presentations; takes/prepares minutes
- Provides contract drafting from templates, contract routing, and invoice tracking assistance
- Processes incoming mail and invoices; compiles expense reports
- Coordinates events including: logistics, travel arrangements, catering, transportation, agendas and invitations / RSVPs
- Occasionally accompanies staff on site visits, meetings, and field trips as "day of" logistics coordinator and troubleshooter and to provide hand son support
- Provides front desk reception back-up and organization-wide event support, as need

**QUALIFICATIONS:**

- Passion for preserving the natural world /a strong commitment to our mission
- Bachelor's degree or comparable experience
- Minimum one year of experience providing administrative support to teams and an executive, preferably within a real estate, conservation, legal or related environment
- Organized and efficient; capable of managing multiple projects with competing priorities
- Proactive self-starter requiring minimal supervision; able to develop solutions to complex matters
- Strong research, writing and oral communication skills
- Excellent interpersonal, customer service (especially phone) experience
- Proficient in MS Office (Word, Excel, Outlook, Access, PowerPoint) required; Adobe Acrobat and Photoshop, and Prezi program experience a plus

**WORKING CONDITIONS:**

- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds
- Regularly sits at desk; actively utilizes computers, telephones and other office equipment
- Occasionally required to hike through forest land while working off-site, including walking on uneven ground, climbing over obstacles, and accessing remote locations
- Occasional weekend and evening responsibilities

**TO APPLY:**

Please submit your resume and cover letter, including salary expectations, attached as Word documents to: **Jobs@SaveTheRedwoods.org**. Please put "Conservation Programs Assistant" in the subject line of your e-mail.

**NO CALLS PLEASE...**we are busy protecting redwoods.