



100 YEARS IS JUST THE BEGINNING

**CONSERVATION PROGRAMS ASSISTANT
JOB DESCRIPTION SUMMARY
REPORTS TO: CHIEF PROGRAM OFFICER
JUNE 2018**

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 back-up support to the Conservation Programs Team (Land, Science and 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 Support:

- 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 Support:

- Provide general back-up support to the Conservation Programs Department (Land, Science and Education) as needed.
 - Admin and Operations
 - Schedule meetings with internal and 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)
 - Process incoming mail and invoices (including property taxes)



- Contract Coordination and Routing
 - Aid the Program Team in the drafting from templates, editing and executing of contracts
 - Work with Finance to ensure invoices are paid
- Research and Creating Documents and Presentations
 - Research policies, procedures and historical data as well as relevant programmatic topics as needed
 - Create PowerPoints and written reports as needed
 - Edit/Format documents (ex: management plans, reports, 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. Lead when necessary or serve as “day of” logistics coordinator and troubleshooter. Provide hands on support, take notes, photograph, manage agenda, etc.
- Special projects, as assigned by the CPO and Conservation Programs Team
 - Coordinate with Conservation Programs Team to engage volunteers and community members (when appropriate) in League stewardship, science and education opportunities

Conservation Liaison for League Staff and Outside Constituents:

- Serve as point of contact between the Conservation Programs Department and other departments
 - Field and triage internal general inquiries as a representative of the Conservation Programs Team to other departments
 - 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 and maps using ParcelQuest. Assist Conservation Programs Team with presentations and meeting preparation, track meeting action item 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, preferably 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 work well on teams
- Strong research, writing and oral communication skills
- Customer service (especially phone) experience highly desirable
- High proficiency with Microsoft Office (Word, PowerPoint and Excel), and other databases
- Experience with Adobe Acrobat Pro, Prezi, ACDSee Photo Library, and Raiser's Edge software programs is a plus
- Personal passion for preserving the natural world and a strong commitment to Save the Redwoods League's mission and values

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