



Outreach Assistant

Are you a team-oriented self-starter with an impeccable attention to detail and a desire to connect others to extraordinary natural spaces?

We can all agree that some places on Earth are so important and special that they are worth saving.

This shared belief motivated our founders to establish **Save the Redwoods League** in 1918. Since then, the League has served to protect nearly 200,000 acres of redwood ecosystems and we have aided in the development of dozens of redwood parks and reserves.

As we approach our Centennial, **Save the Redwoods League** continues to expand its reach, launching landscape-scale restoration projects, funding progressive scientific research, and promoting opportunities for all people to connect to the beauty and wonder of these majestic trees and their habitats. *If you are passionate about protecting these critical ecosystems, please read on!*

As the **Outreach Assistant**, you are a key team member who will provide essential administrative support to the Chief Communications Officer (CCO) and the Outreach team. You will also serve as a liaison to League staff and the public as the first point of contact for the Outreach Team.

ESSENTIAL DUTIES:

- Proactively manages the CCO's calendar; secures appointments with staff, public officials, potential donors, landowners, media, partners, community members, and other members of the public
- Coordinates department deadlines and tracks the fulfillment of departmental materials, such as budgets, presentations and Board materials
- Manages meeting and event logistics, including travel arrangements for the CCO and Outreach team, catering, and invitations and attendance
- Prepares meeting agendas, materials, reports; creates presentations
- Drafts correspondence and other communications
- Coordinates the collection and dissemination of information regarding current project status for various internal planning and reporting meetings
- Researches communications trends and technology
- Routes contracts, processes incoming mail and invoices; and compiles expense reports
- Oversees and performs file maintenance; facilitates access to off-site file storage and the photo library database
- Provides front desk reception back-up and organization-wide event support, as needed

QUALIFICATIONS:

- Bachelor's degree or comparable experience
- Minimum one year of experience providing administrative support
- 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
- Customer service (especially phone) experience highly desirable
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) required; experience with Adobe Acrobat and Photoshop, ACDSee, Prezi, Raiser's Edge a plus
- Personal passion for preserving the natural world and a strong commitment to Save the Redwoods League's mission and values

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 "Outreach Assistant" in the subject line of your e-mail.

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