



Are you looking for a career that combines your outstanding administrative 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 as our Conservation Programs Assistant. Is this you?

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to [www.SaveTheRedwoods.org](http://www.SaveTheRedwoods.org)

The **Conservation Programs Assistant** provides general support to the Conservation Programs Team (Protect, Restore, Connect and Science). The Assistant also serves as a liaison between the Conservation Programs Department and other League departments as well as outside constituents. This role acts as the hub, ensuring efficient operations, communication flow, and project coordination across the department's initiatives.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Conservation Programs Department Support:**

- Upon request prepare meeting agendas, materials, provide reports, create presentations, take and prepare meeting minutes
- Oversee and track department projects, deadlines, and deliverables, ensuring timely completion.
- Identify operational inefficiencies and implement process improvements within the department.
- Provide general back-up support to the Conservation Programs Department (Protect, Restore, Connect and Science) as needed.
  - Administration 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)
- Database Management (in coordination with Development department)
  - Development and management of Programs data for constituent management database (CRM)
- Contract Coordination and Routing
  - Aid the Program Team in the drafting from templates, editing and executing of contracts, including research grant agreements.
  - 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.
- Committee Support
  - Provide administrative support for the scheduling, assembly of meeting materials, and recording of minutes for the Parks & Public Engagement, Land Protection, and Government Affairs & Public Funding Committees.
  - Assist staff leads in the support of relevant work groups and task forces, as needed.
- 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 and Legal departments to:
    - facilitate the timely processing of invoices for Program contracts
    - address outstanding issues with consultants related to invoicing requirements
    - track Program contract calendar to ensure timely renewal of contracts as needed
    - 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

**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
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable
- A strong commitment to the League's Diversity, Equity, and Inclusion values and commitments, as well as the League's cultural attributes – empowering, accountable, continuously improving, supportive and inclusive
- 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

**SUPERVISORY RESPONSIBILITIES:**

- None

**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

To apply submit materials here: <https://savetheredwoods.bamboohr.com/careers>

**Compensation and Benefits:**

As a full-time exempt employee, you will be eligible for full benefits which includes medical, dental, and vision insurance, three weeks of vacation annually plus holidays, and a 403(b) retirement plan, currently with an up to 8% company match. We offer competitive salaries commensurate with experience; the hiring range for this position is \$60,000-\$65,000 per year.

Save the Redwoods League is fully committed to our Diversity, Equity and inclusion Goals. The League welcomes candidates with diverse backgrounds and/or multicultural skillsets. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for this job and can persuasively make that case, we encourage you to apply.

This position is hybrid, in-office with expectation to come into our San Francisco office 1-2 days a week.