



Conservation Programs Assistant

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

As the **Conservation Programs Assistant**, you are a critical member who provides 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.

Compensation: \$32.05 - \$33.06 per hour, depending on experience; annual equivalent of \$58,334 - \$60,176 (based on a 35-hour work week)

Work Location: This position will start off working in our SF office and will move into a hybrid schedule or working approximately 2 days a week in the SF office and 3 days a week remotely. Please know this schedule may change down the road.

Benefits: We provide excellent benefits including paid vacation, sick time, medical, dental, vision, online tele-therapy, health advocacy and employee assistance programs, life insurance, a generous 401k match, and more!

ESSENTIAL DUTIES AND FUNCTIONS OF THE JOB:

Chief Program Officer (CPO) Support:

- Manages the daily operations of the CPO office; manages the calendar; secures appointments with staff, public officials, potential donors, landowners, landowners' attorneys, title companies, community members, and other members of the public
- Supports the fulfillment of departmental duties; coordinates budget preparation for entire department; ensures file maintenance, prepares staff meeting presentations; coordinates Board meeting materials; prepares meeting agendas, materials, reports; creates presentations; takes/prepares minutes
- Makes travel arrangements for the CPO and members of the Land Team
- Drafts correspondence and other communications, including those containing confidential information
- Manages contract routing; processes incoming mail and invoices; compiles expense reports

Conservation Programs Department Support:

- Provides back-up support to the Conservation Programs Department, including:
 - Schedules meetings with internal and external parties; makes travel arrangements; manages conference registrations; processes incoming mail and invoices
 - Manages department deadlines; coordinates and tracks the fulfillment of departmental materials such as budgets, presentations and Board materials
 - Aids the Program Team in drafting, editing and executing of contracts and research grant agreements
 - Works with Finance to ensure invoices are paid
 - Researches policies, procedures and historical data as well as relevant programmatic topics as needed
 - Creates PowerPoint presentations and written reports as needed; edits documents

Event Support:

- Coordinates logistics; makes travel arrangements; coordinates food/event catering with outside vendors; organizes transportation; produces agendas and manages invitations; provides support as needed

- Accompanies staff on site visits, meetings, field trips as needed
- Leads when necessary or serves as “day of” logistics coordinator and troubleshooter

Conservation Liaison for Staff and Consultants:

- Serves as point of contact between the Conservation Programs Department and other departments, including:
 - Fields and triages internal inquiries as a representative of the Conservation Programs Team to other departments and external parties
 - Works with the Development and Outreach departments; provides information and project updates
 - Works with the Finance department; provides data on land transactions for use in budget planning, reporting, and the annual audit
 - Collects, coordinates, prepares and disseminates information on current project status for internal planning and reporting meetings
- Serves as point of contact between the League and outside parties, including:
 - Fields inquiries made by external constituents; follows up when necessary
 - Receives new potential properties/projects for the League; develops new property evaluations and maps
 - Assists Conservation Programs Team with presentations and meeting preparation; tracks meeting action items; follows up as necessary

Organizational Support:

- Serves as front desk reception back-up when Office Manager is absent
- Supports special projects, as assigned by the CPO and Conservation Programs Team
- Coordinates with Conservation Programs Team to engage volunteers and community members in League stewardship, science and education opportunities
- Provides 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
- Assists staff in the support of relevant work groups and task forces, as needed

QUALIFICATIONS:

- Bachelor’s degree or comparable experience
- Minimum of one years’ experience providing administrative support, preferably within a real estate, conservation, legal or related environment
- High proficiency with Microsoft Office 365 and databases
- Experience with using ParcelQuest, SharePoint, ArcPro, Asana, Adaptive Insights, Foxit Phantom Pro, Prezi, and EveryAction software programs is a plus
- Passion for preserving the natural world /a strong commitment to our mission
- Organized and efficient, capable of managing multiple projects with competing priorities in a timely manner and with impeccable attention to detail
- Able 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
- 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
- Excellent interpersonal, customer service experience
- 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
- 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
- Valid driver’s license and safe driving record

WORKING CONDITIONS:

- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds
- 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
- Periodic travel in California; sometimes overnight

TO APPLY:

Please submit your resume, cover letter, and 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. *Thank You!*

Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.

