



Protecting the places that make the Feather River region special

Administrative Assistant

Job Description

EMPLOYMENT CLASSIFICATION: Full-time hourly position, non-exempt.

LOCATION: FRLT's main office in Quincy, CA.

POSITION SUMMARY: We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. We need a teammate who will be able to assist management and all constituents of the organization by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and generally being a helpful and positive presence in the workplace.

To be successful as an administrative assistant, candidates should be professional, polite, and attentive. They should have good attention to detail and be organized and accurate in their work. They should always be prepared and responsive, willing to meet each challenge directly. The ideal candidate must be comfortable with computers, and general office tasks, and excel at both verbal and written communication. Most importantly, the right candidate should have a genuine desire to support the management team to meet the needs of the organization.

JOB RESPONSIBILITIES:

- Handling office tasks, such as scanning, photocopying, filing, generating reports and presentations, setting up for meetings (both digital and in-person), and reordering supplies.
- Creating, maintaining, and entering information into databases.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, organize data in spreadsheets, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail, and serve as a virtual assistant for the management team as needed.
- Anticipate the needs of others to ensure their seamless and positive experience.
- Helping organize and maintain tidiness of common areas in the office.
- Maintaining supply inventory.

DESIRED QUALIFICATIONS & ATTRIBUTES:

The skills and attributes listed are guidelines. Your education, work experience (both paid and volunteer), and life experience all contribute to your skills and competencies. If you meet a good number of the qualifications listed, we encourage you to apply.

- Computer skills including typing, email, and creation, formatting, saving, and filing of digital documents.
- Basic competency in MS Office (Outlook, Word, Excel, and PowerPoint in particular).
- Ability to use or learn online meeting software such as Microsoft Teams and Zoom.
- Desire to be proactive and create a positive experience for others.
- Attention to detail.
- The ability to handle confidential information with discretion.
- High School degree (additional education or qualification as an Administrative Assistant is a plus).
- Self-motivated with the ability to complete tasks independently, without constant supervision.
- A strong sense of personal responsibility, a high level of integrity, and the ability to adapt to the challenges and constraints of a nonprofit in a professional and collegial manner.

CONDITIONS OF EMPLOYMENT:

- The salary range for this position is commensurate with experience, starting at a base of \$20 per hour. The benefits package includes flexible Paid Time Off (PTO), paid time for personal wellness, and after a 90-day introductory period, the employee will be eligible for all FRLT benefits including the opportunity to enroll in Medical/Dental/Vision Insurance (50% premium paid) and retirement program (SIMPLE IRA with 3% matching).

TO APPLY: Please send the following to Aubrey Pickerell at apickerell@fslt.org:

- Current resume
- A short email (2 paragraphs max) that describes your background and experience and why you believe you are a good fit for this role. A short cover letter format is also acceptable, but a simple email is all we need.
- Candidates given serious consideration for hire will be asked to provide 3 professional references.

The position is open until November 4th, but applications will be considered as they are received. Please don't wait to apply!