



Protecting the places that make the Feather River region special

Administrative Assistant

Job Description

EMPLOYMENT CLASSIFICATION: Part-time hourly position (20-25 hours/week); non-exempt.

LOCATION: FRLT Main Office, 75 Court Street., Quincy, CA 95971 (on-site)

TO APPLY: Please send the following to apply@frlt.org:

- A current resume
 - A cover letter (1 page max) describing your background/experience and why you believe you are a good fit for this role
 - Candidates given serious consideration for hire will be asked to provide references later
- Deadline to apply: February 2, 2025.** Applications reviewed as received; position open until filled.

POSITION SUMMARY:

We are looking for an organized and detail-oriented teammate with excellent communication, computer, and organizational skills. The Administrative Assistant is responsible for office reception, data entry, document creation and file management, errands and office duties, and supports teams across departments with a variety of tasks necessary to carry out FRLT's mission. The ideal candidate is eager to learn new skills and has a genuine desire to support teammates across departments to meet the needs of the organization.

JOB RESPONSIBILITIES:

Office Management & General Operations

- Manage reception, answer phones, and direct calls, greet visitors and respond to general inquiries.
- Create templates, draft and edit a variety of documents including reports and presentations.
- Maintain complete and organized files digitally and physically (scanning, photocopying, filing, labeling), including supporting departments across organization with file organization and archiving.
- Help create and fill spreadsheets to track various information, with support from the team.
- Run errands, to include visiting the post office and making bank deposits.
- Maintain tidy and well-organized office, restock and order supplies, and help with basic cleaning of common areas (vacuuming, kitchenette, trash removal, etc.).

Management Support

- Support Executive Director or other staff with calendaring, meeting and event planning, prep, and setup, notetaking, travel booking, expense reporting, and ad-hoc projects.

Finance & Fundraising Support

- Enter financial and other information into databases, including invoices into QuickBooks and gift details into donor databases (can learn systems through training), and recode transactions as requested.
- Scan and record donations and support Development Director with gift acknowledgement, printings, mailings, reports, and event prep.
- Support other Finance and Operations department functions as requested

QUALIFICATIONS & ATTRIBUTES:

The skills and attributes listed are guidelines. Your education and work experience and life experience all contribute to your skills and competencies. If you meet 75% of the qualifications listed, we encourage you to apply.

- 1+ year of professional experience in an administrative position.
- Basic competency in MS Office (Outlook, Word, and Excel in particular) and ability to navigate and learn new programs with training and support.
- Proven computer skills including creating, editing and formatting documents, and proficient use of email, digital calendars, websites, etc.
- Professional and polite communicator, with a desire to be proactive, help solve problems and create a positive experience for others.
- Well-organized with good attention to detail and a commitment to accuracy.
- Self-motivated with the ability to complete tasks independently, without constant supervision.
- Good judgement, a strong sense of ethics, able to maintain confidentiality.
- These additional qualifications are a plus, but not required:
 - Experience with additional software or databases
 - Additional education, or qualifications in business administration or related field
 - Experience with nonprofits, government, grants, or another related field
 - Experience in customer support, customer service, or reception

WHO WE ARE

The Feather River Land Trust conserves ecologically and culturally important lands and waters in the Feather River Watershed—the largest watershed in the Sierra Nevada and a source of drinking water, agriculture, and hydropower for more than 27 million Californians. Our passionate and dedicated team is honored to do this good work and make an impact that lasts forever.

We are a “grassroots and growing” organization! Since our founding by local residents in 2000, FRLT has helped to conserve more than 100,000 acres of wetlands, meadows, forests, and biodiverse ranchlands, primarily through conservation easements. We own and manage 5

publicly accessible preserves, including the Sierra Valley Preserve and its newly opened Nature Center, which is home to a variety of educational and recreational programs for people of all ages. We work with local ranchers, community partners, resource crews, and Maidu and Washoe stewardship practitioners to help us care for the land. Our nationally recognized place-based conservation and outdoor education program Learning Landscapes serves schools throughout the region.

CONDITIONS OF EMPLOYMENT:

- Pay Rate: The starting pay range for this position is \$19.00 to \$23.00 per hour, depending on experience and qualifications.
- Benefits: As a part-time position, benefits include accrued PTO (all-in-one PTO program). After 60 days, employees are eligible to enroll in Dental/Vision Insurance (50% premium paid). This position does not include medical benefits. Our team values personal growth and professional development. We enable training and development opportunities when funding allows.
- Hours and Location: This is a 20-25 hour per week, part-time hourly position (non-exempt) based at FRLT's main office in Quincy. On rare occasions, the Administrative Assistant may be asked to support public events in the evening or on weekends.
- Physical Demands: Requires working at a computer, sitting for extended periods, standing and walking, lifting and carrying objects (up to 50 pounds), fine motor skills needed for operating office equipment including keyboard and mouse, reaching and grasping, and vision acuity to work on a computer screen comfortably.