

January 17, 2023

Position Description: Administrative Assistant – Part Time

Description: The Escondido Creek Conservancy (Conservancy) is seeking a part-time Administrative Assistant to serve as a key team member facilitating and supporting administrative functions of the non-profit land trust (www.escondidocreek.org). We are seeking a special person who is passionate about making a difference in the world while managing multiple administrative projects simultaneously. The Administrative Assistant will provide support to the Conservancy's management team and employees, assisting in daily office needs and general administrative activities. The Administrative Assistant will help organize and manage the Conservancy's operations' files and functions to realize efficient and smooth day-to-day operations.

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Inclusion and equity: The Conservancy recognizes the significance of inclusion and equity, and we are actively working on it and continuing to learn. We are accountable for the ways in which the Conservancy may have unintentionally perpetuated inequities in our community. With some of our programs, we have been able to advocate for and facilitate equitable access to nature, environmental education, and empowering outdoors experiences for everyone. We know we have more work to do.

Job Duties:

- Working with the Director of Operations and Finance, maintains office services by organizing and implementing office operations, implementing filing systems including for correspondence, for both electronic and paper-based documents.
- Assist staff with report processing such as grant reporting, including tracking due dates, formatting final reports and facilitating on time reporting and proper in-house filing of completed reports.
- Assist in meeting planning and recording.
- Keeps track of keys and key assignments.
- Tracks office supply inventory and orders supplies
- Assists in special event planning and implementation.
- Provides historical reference by following procedures for retention, protection, retrieval, transfer, and disposal of records.
- Assist in keeping the Conservancy's databases and recommend methods to improve and grow the databases to support the Conservancy's work.
- Maintains and improves professional and technical knowledge.
- Contributes to team effort by accomplishing related projects as needed.

Skills and Qualifications:

Our ideal candidate loves detail, is a good writer, is highly organized, and is skilled in Google Drive and the Microsoft suite. The candidate should have excellent oral and written communication skills and be able to organize their work using tools like MS Excel; they should also be able to trouble shoot office equipment and office problems such as with printers and wifi. The Administrative Assistant must have strong people skills and exceptional references.

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Experience organizing filing systems on Google Drive or similar programs. Expertise in the Microsoft suite including Excel. Knowledge of office management systems and procedures. Working knowledge of office equipment like computers, printers and wifi. Excellent time management skills and the ability to prioritize work. Attention to detail and problem-solving skills. Strong organizational skills and the ability to multi-task. Additionally, skills in Canva or other report-writing programs are highly desirable.

Reporting:

The Administrative Assistant reports to the Development Director and works closely with the Executive Director and the Director of Finance and Operations. The Administrative Assistant also works with Conservancy staff and its volunteer board members.

Location and Logistics:

The Conservancy's office is located on the Mountain Meadow Preserve at 27317 Mountain Meadow Road, Escondido. The Conservancy's full time staff work is generally Monday-Friday. Additionally, weekend work is periodically required for both full and part-time staff. In 2023, the Conservancy staff will be working in a hybrid format with most staff in the office Tuesday-Thursday and working remotely other days. Working hours for this position are flexible and some work can be done remotely, but it would be advantageous if the candidate can plan to be in the office Tuesday-Thursday to work with other Conservancy team members.

Compensation:

\$20 to \$25 an hour, commensurate with experience. Part-time employees accrue sick leave, receive a phone stipend, payments for mileage, and can participate in 401K matching.

While the position will remain open until filled, our goal is to fill the position as soon as possible. Please review the Conservancy's website at escondidocreek.org before applying. Submit resume, qualifications, salary history, references and an example of an administrative work product you were primarily responsible for to: information@escondidocreek.org or via U.S. mail to Office Administrator, The Escondido Creek Conservancy, P.O. Box 460791, Escondido CA 92046. No phone calls please.