



POSITION ANNOUNCEMENT PART - TIME ADMINISTRATIVE ASSISTANT

Position Summary

LandPaths seeks an energetic and creative person to serve as Administrative Assistant. The Administrative Assistant provides support for the day-to-day operations of LandPaths.

LandPaths is a Sonoma County-based nonprofit organization dedicated to fostering a love of the land through public access, stewardship and environmental education programs. LandPaths staff and volunteers work with public agencies, community groups, individuals and other nonprofits in order to accomplish this mission. LandPaths includes 12 staff and 7 board members.

Qualifications Include:

- Detail oriented
- Well organized
- Strong computer skills, knowledge of Excel, Word, Email
- Data entry experience
- Knowledge of office equipment; troubleshooting abilities
- Strong people skills
- Strong written and verbal communication skills
- Desire for collaborative work environment, while able to work independently
- Ability to manage multiple variables, busy work environment
- Flexibility in scheduling
- Interest in, and enthusiasm for, LandPaths mission
- Bilingual skills preferred

Specific Duties Include:

- Greet visitors
- Respond to public inquiries, via in -person, phone calls and emails
- Distribute mail
- Run office errands including post office, bank, printer, and donation pick-ups
- Administrative support to various programs including keeping meeting notes, support for Board of Directors
- Data entry and retrieval
- Oversight of office supply ordering
- Provide support to Executive Director

Compensation: Salary range: \$12 to \$16 per hour, depending on qualifications and experience, minimum 20 hours per week, Monday - Friday and mornings preferred. Additional benefits offered.

To Apply: Interested applicants should send a BRIEF AND SPECIFIC cover letter and resume, postmarked by Friday, July 20 to:

Sheridan Rapolla, 618 4th Street, Suite 217, Santa Rosa, CA 95404
Email : sheridan@landpaths.org