



ADMINISTRATIVE AND DEVELOPMENT SPECIALIST POSITION DESCRIPTION

JOB TITLE: Administrative and Development Specialist
CLASSIFICATION: Full-Time, Non-Exempt
HOURS: 40 Hours per week; Occasional Weekend and Evening Hours Required
SALARY: Salary range begins at \$22 per hour; Competitive Benefits Package
REPORTS TO: Finance and Administration Director

POSITION SUMMARY

LandPaths seeks an individual with a passion for building a diverse, healthy and whole community connected with the land. The ideal candidate takes initiative, is driven, energetic, creative, detail-oriented, and excels in an active work environment. The Administrative and Development Specialist will provide support to the day-to-day operations of LandPaths, with an emphasis on data entry, calendar management and event support. The Administrative and Development Specialist will be an active, engaged member of the "Finance and Administration Team," participating in successful leadership across programs.

POSITION DUTIES

- Become trained on NEON database - Entry of cash receipts, preparation of donation acknowledgments, management of event registration
- Support board meeting preparation including communication and scheduling
- Front desk activities including answering telephone and email inquiries, greeting visitors, opening and distributing mail, ordering office supplies
- Provide support to the Executive Team, with an emphasis on Outlook calendar management
- Support fundraising and donor activities; shopping for supplies, assembling gear, managing reservations
- Errands including post office, bank, printer, and donation pick-ups
- Become knowledgeable and conversant in all aspects of LandPaths' mission, strategic plan, preserves and community programs
- Other administrative tasks as assigned

EXPERIENCE AND QUALIFICATIONS

A successful candidate will likely have significant experience supporting office/development administration, including the following qualifications:

- Experience working with volunteers
- Experience working/volunteering in a non-profit environment

- Experience with event coordination
- Strong people and customer service skills
- Strong data entry skills and experience
- Strong computer skills utilizing Microsoft Office Suite
- Knowledge of office equipment; ability to troubleshoot
- Detail oriented, well organized, problem solver
- Experience managing calendars
- Strong communication skills: articulate with proven ability to write effectively and speak persuasively
- Bi-lingual English/Spanish; having a significant cross-cultural experience or understanding a plus
- HS diploma or equivalent, some college and/or relevant work experience

ATTRIBUTES

A successful candidate will embrace LandPaths' values and culture, including the following:

- Align with LandPaths' values, inclusive of our commitment to fairness and equity
- Curious; enjoys learning and supporting the work of others
- Works best in busy work environment, managing multiple variables with divergent goals
- Flexible and patient
- Excels in a strong team centered work environment, while able to work independently
- Enjoys contributing to a learning culture and positive work environment

COMPENSATION

Salary range for this position begins at \$22 per hour. LandPaths' compensation includes health and dental coverage, retirement savings, and generous leave package

TO APPLY

Send a brief cover letter and resume to hr@landpaths.org with Administrative and Development Specialist in the subject line. Deadline to apply is Wednesday, August 16, 2023.