



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

- Train and become skilled using NEON database - Entry of cash receipts, preparation of donation acknowledgments, preparation of reports, support of event registrations
- 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 and events: 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/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, Zoom
- Experience working with volunteers
- Knowledge of office equipment; ability to troubleshoot
- Detail oriented, well organized, problem solver
- Experience managing calendars utilizing Microsoft Outlook software
- 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; Ability to multi-task
- Flexible and patient
- Positive problem solver
- Punctual and professional
- 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 "Admin and Development Specialist" in the subject line. Suggested deadline to apply is Friday, March 15, 2024. Position open until filled.