



**AVALONIA LAND CONSERVANCY, INC.
OFFICE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

OUR MISSION

We preserve natural habitats in southeastern Connecticut by acquiring and protecting lands and communicating the value of these irreplaceable resources.

Avalonia Land Conservancy, founded in 1968, is a land trust dedicated to conservation through the acquisition and stewardship of open space. It is a non-profit, non-political, tax-exempt organization. We believe that the conservation of natural resources for the benefit of people and wildlife is essential and will ensure healthy and livable communities for generations to come.

Avalonia now conserves over 4700 acres of land, preserved in perpetuity. Where appropriate, trails are maintained for passive recreation enjoyment including hiking, birdwatching, nature study, and photography. Avalonia depends significantly on volunteers and contributions to maintain preserves and to fund operations. Avalonia's volunteers and members work tirelessly and give generously to conserve our local natural resources for the common good.

For more information, visit www.avalonia.org

POSITION DESCRIPTION

Avalonia Land Conservancy, Inc. is currently seeking a part-time Administrative Assistant (20hr/week at \$14-17/hour). The Administrative Assistant reports to the Office Manager and is responsible for assisting in organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. This position requires a highly organized individual who can prioritize well and handle a wide range of responsibilities. The ideal candidate will be able to multi-task, work independently, and provide support to the Office Manager, Avalonia Board of Directors, and volunteers.

REQUIREMENTS

- Post-secondary education
- Excellent written and verbal communication skills
- Microsoft Office proficiency
- Bookkeeping experience with QuickBooks
- Prior database experience is preferred
- Strong interpersonal skills

RESPONSIBILITIES

1. Office Services

Works with Office Manager to:

- Maintain office services by organizing office operations and procedures, assisting with meeting agendas and minutes, maintaining master calendar;
- Control correspondence:
 - Monitor incoming phone calls and e-mails then answer or forward as appropriate
 - Receive, sort, and distribute incoming mail

- Maintain filing systems;
- Perform necessary clerical functions;
- Implement office policies and procedures;
- Ensure compliance with LTA Standards and Practices;
- Send donor acknowledgement letters;
- Assist with maintaining member and donor database.

2. Financial

- Process invoices and reimbursement requests to be paid out by Treasurer;
- Assist with processing incoming donations;
- Track all budgetary items.
- Act as Bookkeeper

3. Office Efficiency

- Plan and implement office systems;
- Monitor and maintain office supplies.

4. Volunteers

- Coordinate volunteers by scheduling, assigning, tracking and follow up.

5. Others duties as needed

- Work with the Office Manager, the Board of Directors, and various town and standing committees to ensure Avalonia's success.

Avalonia Land Conservancy is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected class.



