POSITION AVAILABLE

PART TIME EXECUTIVE SECRETARY

The Eastern Connecticut Forest Landowners' Association seeks a part time person to maintain and manage association records and manage communications with its 200+ members. Duties include but are not limited to:

- Organizing and maintaining the organization's working and historical records including minutes of meetings, treasurer's reports, land trust records, etc
- Working with the treasurer to maintain an up-to-date membership list including names, addresses, dues payment information, e-mail addresses, etc. Printing mailing labels as needed and sending out dues payment notices and other mailed communications.
- Attending board of director and member business meetings and taking minutes;
- Managing electronic communications with members, including maintaining an e-mail distribution list;
- Maintaining our FaceBook page.

We anticipate an average workload of 4-6 hours per week. Qualifications include a working computer, a working knowledge of Microsoft Excel and Word and a willingness to attend 6-8 evening and weekend meetings each year. Working knowledge of Mail Chimp or similar online outreach tools a plus.

The Eastern Connecticut Forest Landowners Association/Wolf Den Land Trust is a 501c3 non-profit membership organization dedicated to improving the health and productivity of privately owned forest lands in our area. We hold several educational meetings each year for our members and the public, and own over 700 acres of open space which are managed as outdoor classrooms demonstrating good forest stewardship on the ground.

Compensation will be commensurate with abilities and experience. To apply please send a letter of application and a resume to leedunbar1@gmail.com.