Administrative Assistant
Job Description

Availability: Permanent, part-time position available immediately
Status: Non-Exempt
Reports to: Chief Financial Officer
Location: Office in downtown Fort Bragg, CA. Occasional travel for off-site events.

About Mendocino Land Trust

MLT is a nonpolitical, nonprofit 501(c)(3) land trust operating throughout Mendocino County and beyond. The mission of Mendocino Land Trust is to conserve important natural resources of the Mendocino County region, including working farmlands and forests, wildlife habitat, open spaces, scenic vistas and watersheds, and to facilitate public access through trails and preserves.

We work diligently to:
- Preserve our land for its scenic and recreational values
- Build trails so that people can have a direct connection to our beautiful landscapes
- Protect and restore our waterways and forests which provide critical wildlife habitat
- Preserve family farms and ranchlands for generations to come
- Care for the lands we have protected, in perpetuity

For more information please visit our website at www.MendocinoLandTrust.org.

Duties and Responsibilities

- Provide logistical and administrative support to finance, fundraising, and conservation teams as needed
- Respond to general inquiries received via phone, email, mail and walk-in visits
- Communicate effectively and clearly with staff, property owners, board members, potential and current donors and the general public
- Run local errands including bank, post office, local businesses, and print shop
- Organize and manage digital files on a shared (Google) drive
- Maintain organizational calendar, assist with scheduling staff tasks and meetings
- Log cash receipts and help prepare and submit bank deposits using Quickbooks
- Collect, open, date-stamp and distribute mail
- Assist with board documents and records - meeting packets, resolutions, etc.

- Assist with preparing and submitting invoices for conservation grant reimbursement and contract work
- Provide clerical assistance with conservation projects - copying, filing and transmitting documents, assisting with closing easement and fee land transactions
- Coordinate and schedule wedding and special event reservations at MLT sites
- Assist with offsite events including fundraisers and educational outings
- Process donations - both one-time and recurring - using established donor management system (currently Little Green Light)
- Fulfill online store merchandise orders using Square payment platform
- Print and mail donation acknowledgment letters

Preferred Qualifications

- Three years of relevant experience
- Writing and data entry skills
- Ability to prioritize assignments, meet deadlines and maintain attention to detail
- Ability to appropriately handle confidential donor information
- Experience with mail-merge documents, label printing and large-volume mailings
- Software experience: Google Suite and Microsoft Office Suite, donor/customer management systems
  - Experience with both Windows and Mac OS is a plus
  - Experience using Quickbooks and/or Square is a plus
- Possess a valid driver's license and own vehicle for local work-related travel. Mileage reimbursement will be provided. MLT-owned vehicles may be available for some trips.

The rate of pay for this position is $20 per hour with prorated (50%) benefits including medical, dental, vision and life insurance, and paid time off including vacation, sick time and holidays.

This is a part-time position at 20 hour per week, with a possibility of increased hours in 6 - 12 months.

This is an office-based position responsible for greeting walk-in visitors during normal business hours. Flexible scheduling is possible, and the scheduled hours may change from week-to-week depending on the needs of the employee and the organization. Work at weekend and evening events will occasionally be required throughout the year.

Position open until filled with priority given to applications received by **Friday April 15, 2022**.

To apply please send a cover letter and resume to admin@mendocinolandtrust.org.