



## **Job Description: Office Administrator**

Full-time, salaried, with benefits (Part-time could be negotiated)

Wood River Land Trust is a local conservation non-profit working to protect and sustain the treasured landscapes and life-giving waters of the Wood River Valley and to inspire love for this special place for generations to come. Based in Hailey, ID, our staff serves the Wood River Valley and surrounding areas. We work in partnership with municipalities and other community organizations to protect and manage open spaces that provide places where wildlife can flourish and people can connect to nature and each other.

### SUMMARY OF POSITION

The Office Administrator is a full-time salaried position. This position is key to supporting the efficient and smooth day-to-day operations of the organization. This position serves as the administrative center of the organization. This role supports the entire team and positively impacts our collective ability to raise the goodwill of the organization, continue to grow our Lands and River Programs, report on our growing impact in the community, and sustain and raise more funds to support the mission. The Office Administrator reports to the Finance & Operations Manager (FOM).

We are seeking a person who takes pride and ownership in their work. This position will be expected to participate in the refinement of processes and procedures that will support our team as we grow.

### POSITION RESPONSIBILITIES

Administrative and Office Support (55%)

- Provide logistical and administrative support to finance, fundraising, Land and River program teams as needed
- Assist the FOM with the organization of Board of Directors meetings and standing committees; providing logistical support, sending meeting announcements, coordinating with committee chairs and other board or staff to post materials to the board document site, fielding questions and providing the requested information
- Updating and documenting procedures
- Help with donor database
- Answer the phones and assist people that come into the office
- Help prepare for meetings
- Ensure record retention according to the adopted policies
- Update and maintain the master calendar for WRLT, Board and Staff roster, and Board packets

- Manage incoming and outgoing mail
- Provide mailing, copying, filing, scanning, and other support
- Manage all merchandise orders and ordering system
- Assist with events as needed
- Support outreach and donor stewardship
- Deliver trail maps, newsletters, and flyers for upcoming events to local businesses
- Coordinate and track reservations in preserves
- Book and coordinate travel and registration for conferences
- Run local errands including bank, post office, local business and print shop

#### Facilities (30%)

- Ensure that WRLT offices provide a safe, healthy work environment that is welcoming to employees, volunteers, and other guests or visitors.
- Work with the property management company to coordinate maintenance of facilities as needed. Coordinate vehicle management/maintenance.
- Under the guidance of the FOM, ensure that WRLT property (office, furnishings, vehicles, equipment, etc.) are properly and adequately insured and licensed or permitted where applicable and that WRLT property is properly inventoried and recorded in our accounting systems.
- Plan for and maintain efficient office functions including the following: maintenance of on-site and off-site records according to the Land Trust's record-keeping policies; coordinate with vendors on the maintenance of internet/phone services, printers and copy machines; purchase and inventory of office equipment; monitoring and restocking office supplies
- Coordinate office and workspace changes and upgrades
- Regularly review facilities inventory and needs, including office space and furnishings, vehicles, hardware, software, etc.

#### Finance Support (10%)

- Lead monthly reconciliations of donor database and Quickbooks records
- Under the guidance of the FOM, assist with the management of time tracking and other HR activities.
- Work with third party bookkeeper to prepare checks to be mailed and get the necessary signatures
- Prepare and make bank deposits

#### Other Duties (5%)

#### ESSENTIAL QUALIFICATIONS

- Enthusiasm for the mission, goals, and values of WRLT.
- Two years of experience in an administrative setting
- Strong computer skills, particularly in MS Word, Excel, Powerpoint, Google suite, and email
- Ability to prioritize assignments, meet deadlines, and maintain attention to detail
- Demonstrated ability to exercise sound judgment and have clearly displayed initiative and innovation.

- Excellent written and oral communication skills, with proven ability to convey information clearly and effectively.
- Excellent judgement and calm demeanor under pressure.
- Excellent organizational skills. Ability to set priorities, manage time and diverse activities, remain flexible under pressure, and manage multiple projects/deadlines efficiently.
- Willingness and ability to address conflict in a constructive manner and demonstrated ability to resolve disputes.
- Demonstrated ability to work in a highly collaborative, team-based environment, but able to work independently and be personally accountable to deadlines.
- Valid, insurable driver's license and clean driving record.
- Quickbooks experience preferred

#### COMPENSATION

- Starting salary \$42,500-\$45,000 annually, DOE with a generous benefits package including 3 weeks paid vacation, 401k retirement plan with 3% employer match, 100% employer paid health and dental insurance and flexible schedule, 35 hour work week (with the option to work a 4-day work week) and potential qualification for a housing stipend.

#### STATUS

- This is a full-time salaried position based in Hailey, ID. Some after-hours and weekend work activities will be required. Part-time could be negotiated.

To apply, please submit a resume, cover letter and 3 references to:

Brandee Smith, Finance and Operations Manager  
[brandee@woodriverlandtrust.org](mailto:brandee@woodriverlandtrust.org)