



As of September 3, 2024

Position Description: **North Branch Land Trust
Office Administrator
Part-Time Position**

Reports To: **Executive Director**

Summary of Position

The North Branch Land Trust is a small non-profit land conservation organization that works with landowners and their communities to conserve the scenic, natural and working landscapes in Northeastern Pennsylvania that sustain us.

Using the Land Trust Alliance Standards & Practices as a template and example, the Office Administrator will ensure that all aspects of the day-to-day administrative functions of the office are running smoothly.

Primary Duties and Responsibilities

- 1. Board and Committee Meetings and Information**
 - Collect, post and/or otherwise distribute materials for Board and Committee Meetings in a timely manner. (Note: Financial Board reports will be prepared by CPA.)
 - Coordinate logistics of board meetings including scheduling with venues and arranging necessary food & beverage and/or audio-visual
 - Review and update Board member files as needed, including contact information, election charts, meeting attendance, and required documents.
 - Ensure all Board related documents that need annual attention are updated including financial accounts documents, Conflict of Interest Forms, Confidentiality Forms, and Licenses and Permits.
 - Ensure Board Materials are filed in Hard Copy in appropriate binders and backed up on the server.
 - OPTIONAL: Attend Board and Committee Meetings, as needed, and record minutes.

- 2. Office and database management**
 - Keep up to date EXCEL spreadsheets and paper files relative to office equipment, related contracts/agreements for due dates and supplies.
 - Create, maintain, and update regularly both a hard copy binder and online database of all costs, contracts agreements, etc.
 - Assist in developing and maintaining a volunteer database and job board.
 - Assist in mailings related to easement landowner outreach, membership renewals and acknowledgements, etc..
 - Coordinate maintenance and repair as needed.
 - Work with all staff members and the Board to ensure that calls and inquiries are brought to the attention of the appropriate staff in a timely fashion.
 - Schedule meetings for staff and outside parties, using various technologies such as Doodle Polls, etc.
 - Answer the land trust phone and respond to emails. Direct inquiries to appropriate staff member in a timely manner. Assist with various office services.

- Manage arriving packages and other forms of correspondence.
- Welcome and direct visitors to the office.
- Assist Marketing and Development Director and Conservation and Stewardship Director with administrative tasks such as filing, scanning, and organizing documents,

3. Requirements

- Organized, detail oriented and good in a team environment.
- Good writing skills.
- A valid driver's license and a reliable means of transportation to and from the Dallas office.
- Knowledgeable with database entry, Microsoft Office Suite and scheduling tools such as Teams, Doodle Polls and ZOOM.
- Ability to learn new programs as needed.

Please submit your Cover Letter and Resume for this position to: info@nblt.org.

All inquires should be addressed to info@nblt.org.

Thank you!