

Columbia Land Conservancy
Job Description: February, 2017

Position: Administrative Assistant

Status: Non-exempt, part-time (20 hours per week)

Reports to: Director of Operations

Purpose: This position provides assistance and information to CLC store customers and office visitors, and provides data entry and general administrative support as needed.

Primary Responsibilities:

- Provide administrative/office management support to the Executive Director as well as the Director of Operations.
- Assist with store management and inventory as needed; assists store customers and other office visitors.
- Responsible for entering or processing daily receipts and/or registrations into the Raiser's Edge database
- Responsible for entering invoices into the Financial Edge database and prepping semimonthly check runs.
- Maintain office/kitchen supplies and outreach materials inventory; restock as necessary.
- Provides administrative/data entry support to other program staff as needed.

Education and Experience Requirements: Associates Degree and 2 years' relevant work experience preferred but relevant work experience may be substituted

Knowledge, Skills and Ability:

Excellent organizational skills and attention to detail required

Proficiency with database software, internet usage, and Microsoft Office (Excel and Word)

Must possess discretion and maturity to handle highly confidential donor information

Demonstrated oral and written communication skills

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment (including a computer), strength to lift and carry files weighing up to 10 pounds, vision to read printed materials and computer screen, and hearing and speech to communicate in person and over the telephone.

Work Environment:

Standard office setting