



Mendocino Land Trust Administrative Coordinator

Job Description

Permanent part-time position available immediately

Non-exempt, hourly, 32 hours per week

Benefits: Health insurance, dental and vision insurance, paid vacation, holidays and retirement package

Location: Office in Fort Bragg, California, 95437

About Mendocino Land Trust: The Mendocino Land Trust (MLT) is a community land conservation organization working to conserve open space, natural habitats and family lands all across Mendocino County and beyond. We own and maintain a number of trails and coastal preserves and are seeking a highly motivated individual with a commitment to conservation who is interested in growing with the organization. This is a part-time position that reports to the Executive Director and works closely with all staff.

About the Position: This is a fast-paced job in a small, busy office with five other people and summer interns. You will work in a shared office space and have the opportunity to learn about our environmental conservation work while keeping our office operating smoothly. You will have the opportunity to be out on the land several times a year.

The Administrative Coordinator operates as the organization's gatekeeper because most everything crosses your desk first. You answer calls, take messages, deposit checks, schedule meetings, write letters and open and sort mail. You respond to email inquiries or route them to the executive director.

The Administrative Coordinator is responsible for a full range of office management and outreach duties including correspondence, vendor management, grant invoicing, membership, mailings and event-planning.

You will keep the office organized and running efficiently. You are in charge of office equipment such as copy machines and printers, video projectors used for presentations and the phones -- when office equipment fails, you call repair technicians. The Administrative Coordinator is the backbone of the organization; as the gatekeeper, you know what goes on in the organization.

Primary Duties:

- Serve as first point of contact with the public;
- Provide general administrative support to staff and Board, including meeting scheduling, event calendaring and local errands;
- Oversee basic office systems, including phones, internet, printers and copiers, mail, and electronic file management;
- Process cash receipts, credit card transactions, deposits and invoices in coordination with Executive Director and bookkeeper;

- Handle rent payment, inventory and order of office supplies, research and order of equipment, vendor relations and general organization orderliness and efficiency;
- Manage the donor database and donor acknowledgement systems, including data entry, thank-you letters, monthly reports and reconciliation with bookkeeping system;
- Assist with formal record keeping of the organization including management of original document storage and security, plus maintenance of back-up copies of all essential records.
- Work with Executive Director on annual renewal of insurance policies (medical, property, liability, and workers compensation);
- Prepare bulk mailings and first class large mailings on a quarterly basis or as needed;
- Maintain board of trustees' records and board orientation binders;
- Collect and update key lists of volunteers, members, donors, and frequent contacts;
- Coordinate reservations and fee payment for public use of Land Trust-managed properties for weddings or other events;
- Help plan and coordinate several events each year including donor acknowledgement, conservation celebrations, beach cleanups and the like;
- Assist project staff with grant expense tracking and invoicing as needed.

Education and Experience:

- A Bachelor's degree plus two or more years' work experience as an administrative assistant, office manager, executive assistant or equivalent;
- High degree of personal accountability and reliability;
- Excellent writing, proofreading and editing skills;
- Excellent interpersonal, organizational, administrative and communications skills required; comfortable interacting with staff and external audiences including communicating in a clear and polite manner in person and on the phone;
- Meticulous attention to detail and accuracy;
- Demonstrated experience with writing business letters, and professional email communication in a business environment;
- A demonstrated ability to simultaneously manage multiple assignments and perform a variety of tasks in a fast-paced environment, meet deadlines and consistently follow up on details;
- Must be able to exercise good judgment, take initiative, function independently with limited supervision and work in close collaboration with others;

Highly Desirable Qualifications:

- A passion for land conservation and the mission of the Mendocino Land Trust.
- High level of proficiency in all Microsoft Office programs including excellent word processing and spreadsheet skills;
- Ability to gather and sort financial and other data and produce useful spreadsheets;
- Database management skills;
- Ability to work independently, while taking direction appropriately.
- A friendly, outgoing personality that enjoys working with a variety of people and is comfortable meeting new people and engaging them in the work of the organization.

Submit your cover letter and resume to: admin@mendocinolandtrust.org

No phone calls please. Applications will be accepted until May 26. Early submissions are encouraged.