

Job Opening Announcement

February 23rd, 2022



Executive Assistant

The Land Conservancy of San Luis Obispo County is pleased to announce a job opening for the position of **Executive Assistant** (EA). The EA supports the productivity, timely communication, and effective leadership of the Executive Director and other Director-level staff in a fast-paced, dynamic, and growing organization. With poise, sound judgment, and superb attention to detail, the EA helps to manage the day-to-day workflow of the Executive Director. This includes triaging requests, balancing conflicting priorities, meeting deadlines, and anticipating needs in service to the leadership staff. The EA also manages the Board of Trustee communications and meeting logistics, including all relevant committees and will manage special executive projects as needed.

The Land Conservancy is a local, private, non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. The organization strives to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

The EA will report directly to the Executive Director and work closely with the team of directors and management-level staff. This is a full-time non-exempt (40 hours per week), ongoing position with a benefits package that includes health insurance, 401K plan with company match, Paid Time Off (PTO), paid holidays, and dental and vision plans. Starting compensation will be \$22 to \$30 per hour depending heavily on experience. To apply, please visit our website at www.lcslo.org to download the job description and blank application. If you do not have access to the internet, applications may be picked up at our office. **Please submit a cover letter, resume, and employment application via email, mail, fax, or in person.** Incomplete application packages will **NOT** be considered. The position is open until filled. The Land Conservancy will begin reviewing applications as early as March 21st, 2022 and the position will likely start in late April. A writing sample or other requests for additional information may be required during the interview or hiring process. NO PHONE CALLS PLEASE.

Contact Information:

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