

Grand Traverse Regional Land Conservancy
Position Title: Office Assistant

Date Revised: May 14, 2024
Status: Part-time, hourly position 15 hours per week
Supervisor: Business Operations Manager
Hourly Range: \$15-\$19 per hour

Position Objective:

The Office Assistant will work with the Grand Traverse Regional Land Conservancy (GTRLC) Business Operations Manager to complete administrative tasks during the year-end season. Serving as the “first contact” for a diverse group of stakeholders, this person will possess the ability to approach each opportunity as one that builds or deepens relationships based on the Conservancy’s mission.

Essential Duties and Responsibilities:

Administration

- As the first point of contact for many of the Conservancy supporters, this position will be responsible for answering the telephone in a professional and friendly manner and routing calls appropriately, or handling general requests for information (verbally and written)
- Support Office Manager with correspondence, filing, typing, copying, and word processing
- Maintain merchandise shop, organize and refill inventory
- Package and prepare merchandise orders for shipment

Mailings

- Daily processing of outgoing mail, including donor correspondence, such as thank you letters which are time sensitive
- Assist with bulk mailings and returned mail data entry
- Mail and file bill payment documents

Will be required to perform other duties as requested, directed, or assigned.

Work Environment: In general, this position is 15 hours per week or three days per week

Physical Factors: Most of the essential duties are in an indoor work environment.

Education and Experience:

- Currently seeking a degree in natural resource management or administration
OR
- High school diploma and one year of related work experience

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Demonstrated ability to represent an organization, maintaining positive public relations
- Proficient in Microsoft Office software (Word, Excel, and Google)
- Experience with database applications
- Demonstrated ability to be a detail-oriented, self-motivated, creative thinker, problem solver, and manage multiple tasks

A background check is required for this position.