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Job Description: Organizational Assistant

Genesee Valley Conservancy seeks an individual to assist the organization with administrative and organizational duties supporting our operation. The Conservancy protects 17,800 acres of habitat, open space, and farmland in the Genesee Valley through ownership of nature preserves and in partnership with private landowners via use of conservation easements. This position will work in collaboration with our team of 2 full-time and 3 part-time staff along with our board and committees.

Duties:

- Manage our cloud-based donor database (eTapestry), including entering donations, keeping contacts up-to-date, drafting thank you letters and producing lists for mailings and solicitations
- Support our Board and committees (meeting scheduling, materials preparation, minutes)
- Assist with ongoing outreach efforts to supporters and the community via newsletters, emails, website, and social media (facebook/instagram)
- Assist with events to help the organization maintain and increase support (workshops, lectures, nature walks, supporters picnic, Oak Tree Race, Agricultural Tour, etc.)
- Provide clerical support for land acquisition projects and grants
- Help organize volunteers and maintain volunteer database

Necessary Qualifications:

- Post-high school education
- Organized, with attention to detail
- Computer savvy (mail merge, database management, Word, Excel)
- Good interpersonal skills including writing, email, phone, and in-person communication
- Strong clerical skills and willingness to take initiative
- Ability to have flexible schedule and willingness to work occasional evenings/weekends
- Must have valid NYS driver's license and reliable transportation to be used during work

Preferred Qualifications:

- Experience as an administrative/organizational assistant or office manager/administrator
- Lives within the Genesee Valley watershed
- Other specialized skills that would benefit a small non-profit organization
- Knowledge of land trusts, non-profits, and Genesee Valley Conservancy

Location: This position is based out of Geneseo and will require minimal travel throughout the service area of the Genesee River watershed

Supervisor: Executive Director

Hours: Part-time (15-20 hours/week, TBD by mutual agreement)

Works with: Staff, committees, board

Benefits

- Hourly: \$15-20 based on qualifications/experience
- Mileage reimbursed at Federal rate for all work travel
- Webinar and conference training opportunities

This position is open until filled.
Applications received by April 19 are assured full consideration.

Send cover letter and resume to:
Genesee Valley Conservancy, PO Box 73, Geneseo, NY 14454
or
[hiring@geneseevalleyconservancy.org](mailto: hiring@geneseevalleyconservancy.org)