

E.L. Rose Conservancy

The E.L. Rose Conservancy Administrative Assistant is an energetic, amicable, and highly organized individual who provides key support to the Executive Director and the Board of Directors. The Conservancy Administrative Assistant will work independently and with multiple Conservancy team and committee members. She or he is a professional in her or his own right, and will be the first face and voice of the Conservancy that the public will encounter. This individual will receive training and will have the opportunity to learn about natural resource conservation and the work of the Conservancy.

Duties and Responsibilities

- Provide executive-level support as required by the Executive Director.
- Mail out invitations for events.
- Prepare any material needed for meetings or events.
- Prepare reports as required by ED or Board members.
- Post meeting follow-up as required.
- Plan staff/member events.
- Process Conservancy correspondence.
- Enter data into the database.
- Maintain files, database, and hard-copy files.
- Provide logistical support for projects and special events.
- Manage office: order office supplies, heating fuel, event supplies, etc.
- Perform other duties as assigned.

Qualifications

- Advanced written and spoken communication and administrative skills; excellent telephone manner.
- Computer literacy including MS Office products: Word, Excel, Outlook, Power Point; experience with mail-merges and with customer or donor databases.
- Exceptional time-management, planning, and administrative skills.
- Ability to organize and prioritize workload.
- Demonstrate high level of diplomacy, sound judgment, and discretion when dealing with donors, volunteers, and community professionals.
- Combined four years of full-time work experience and/or higher education.
- Familiarity with Macintosh systems is beneficial.
- High degree of energy, self-motivation, and flexibility.

This is a part-time position (7-10 hours per week) with competitive pay. The position is located at E.L. Rose Conservancy offices in Montrose, PA. Please send cover letter and resume to E.L. Rose Conservancy, P.O. Box 8, Montrose, PA 18801. The E.L. Rose Conservancy is an Equal Employment Opportunity employer.