

## Natural Areas Association

### Job Description

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<b>Position:</b>	Operations and Administrative Assistant
<b>Status:</b>	Part-time, hourly, approx. 15 hours per week
<b>Reports to:</b>	Operations and Membership Manager
<b>Location:</b>	Ligonier, Pennsylvania
<b>Salary Range:</b>	\$12-\$15 per hour

#### About Natural Areas Association

The Natural Areas Association is the only national, non-profit membership organization that is dedicated to the support and advancement of the community of natural areas professionals. Our members work to protect and restore natural areas, ecosystems and landscapes, and include natural lands managers, natural resource managers, land trust staff and volunteers, biologists, ecologists, researchers, policy specialists, educators, students, and anyone with an active interest in environmental conservation and natural areas stewardship.

#### Purpose of Position

The Operations and Administrative Assistant will further the mission and strategic plan of NAA by performing daily administrative tasks, maintaining the member database, updating the organizational calendar and supporting the Operations and Membership Manager.

#### Responsibilities:

The responsibilities of the Operations and Administrative Assistant include, but are not limited to, the following:

##### Daily Administration

- Answering phones and checking messages
- Picking up and distributing mail
- Processing checks
- Maintaining and ordering office supplies

##### Database Administration

- Sending and processing membership renewals
- Keeping database clean by removing duplicates, updating addresses, etc.
- Creating queries as needed
- Writing and sending thank you notes or other correspondence to members and donors as assigned.
- Producing monthly membership reports
- Fulfilling claims and orders for the *Natural Areas Journal* and other products

##### Organizational Support

- Assist the Operations and Membership Manager and Executive Director with outreach and programming as required
- Assist in executing the annual Natural Areas Conference
- Create and maintain an organizational calendar
- Proofread documents for accuracy as needed

**Qualifications:**

- Must be tech savvy and able to quickly learn and master new software
- Excellent interpersonal, organizational, administrative and communication skills required; comfortable interacting with staff and external audiences including communicating in a clear, friendly and professional manner in person and on the phone
- Systematic, results-oriented person who thrives in an innovative, tactical environment
- Donor database/CRM experience a plus
- A proficiency in: the Microsoft Office Suite, especially Excel
- 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; be dependable with precise attention to detail
- Willingness to occasionally work beyond conventional office hours
- May require travel to the Natural Areas Conference
- A commitment to, and interest in natural areas conservation and NAA's mission, vision and values

**Physical Demands:**

Normal office duties as performed at a desk (may require long periods of sitting and computer typing). Ability to carry boxes up to 40lbs. Occasional outdoor work generally involves the need to walk on properties that may or may not have developed trail systems and occasionally consist of steep terrain.

**Work Environment:**

Approximately 95+% indoor office work and less than 5% work outdoors. Office work is primarily sitting at a desk with a computer or in meetings. Most travel is outside of PA for meetings, conferences, and trainings. Driving to meeting outside of the office and to our storage unit will require the use of personal vehicle.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Salary and Benefits:**

Salary is dependent on experience. Schedule can be flexible with agreement of supervisor. There is no health insurance, paid time off or retirement plan with this position.

The Natural Areas Association is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status.

**To Apply:**

This position will remain open until filled and applications will be reviewed as received. E-mail Amy Wills, Operations and Membership Manager [awills@naturalareas.org](mailto:awills@naturalareas.org). Please include a cover letter, current resume or CV and a list of three references and their contact information.