



## **Administrative Assistant Job Description**

### **DESCRIPTION OF ORGANIZATION**

Citizens for Conservation (CFC) is a volunteer-based, 501(c)(3) not-for-profit organization that is dedicated to preserving and restoring native habitats that once covered northeast Illinois.

CFC proactively preserves and restores land with the help of volunteers and donors who want to protect the health and beauty of the land for future generations. We also work within the community to foster good environmental ethics and practices. Our efforts benefit native plants and animals and enhance ecosystem services such as groundwater protection, flood and erosion control, and carbon storage.

### **PRINCIPAL RESPONSIBILITIES AND DUTIES**

The Administrative Assistant will perform a wide variety of administrative and program support activities at CFC's headquarters in Lake Barrington, Illinois, on behalf of CFC's Board Members, staff and volunteers.

**Office Management:** Provides CFC office support including order office and printer supplies; receive, oversee telephone inquiries; copy, print and scan; write letters and brief information for social media and publications; maintain office files and archives; maintain CFC's administrative forms and calendar; provide other general clerical and administrative work.

- Handles all incoming messages –phone, fax, email and website; responds directly or forwards to appropriate committee for action.
- Picks up and opens mail daily and handles or routes to board members or appropriate committees.
- Coordinates preparation of bulk mailings with office volunteers; manages mailing with post office for time-sensitive mailings.
- Purchases office supplies and maintains inventory.
- Manages computer equipment, with expert help when needed; maintains network/password/database security.
- Establishes and maintains office processing standards, including file naming conventions and standardizing computer folders and files for ease of information retrieval.
- Initiates requests for the maintenance and repairs of office equipment and facility maintenance and repairs.

### **Administration Support:**

- Provides CFC office support, maintains centralized files, documents and records; updates computerized records; provides word processing and data entry. Includes supporting volunteers in membership record updates, property description updates, awards and recognition documentation, application for grants.
- Assists with recording or maintaining membership information and financial contributions under direction of membership chair, database manager or treasurer. Mails standard acknowledgments.

- Prepares boardroom for board meetings, submits monthly report to board and attends meetings as requested.
- Assists with production of annual report and logistics for annual meeting.
- Maintains list of electronic and print media for press releases. Communicates with committees and public relations volunteers.
- Supports member and volunteer record updates, property description updates, awards, recognition documentation and application for grants.
- Provides support to committee chairs as directed.

### **Volunteer Support:**

- Manages permit updates and burn notifications to appropriate residents and government entities.
- Handles all registrations for youth education, community education, annual meeting and special events, and reports to sponsoring committee.
- Coordinates office volunteers and records their hours.
- Records all volunteer hours submitted by committee chairs.

### **Community Outreach/Liaison Role:**

- Supports CFC mission through involvement in local events, marketing efforts and in representing CFC as required in meetings with other organizations.
- Collaborates and supports marketing activities, such as promotions, special events and publicity. Sets up displays at events.
- Serves as administrative liaison with School District 220 for 4<sup>th</sup> graders' prairie visits.

### **Fundraising:**

Manages database entry, mail merges and mailings. Provides administrative support for Board Members, (including President, land protection, stewardship, education, and development chairs) particularly in connection with appeals for operating funds and periodic capital campaigns for land conservation and education programs and projects.

### **Events:**

Assists with volunteer recognition, land projects, and donor/member events, including making event arrangements and sending, tracking, and managing event invitations and RSVPs.

## **QUALIFICATIONS AND SKILLS**

- Friendly and professional demeanor. Detail-oriented.
- Previous experience in a position with office management duties.
- Excellent oral and written communication and interpersonal skills.
- Comfortable working without daily supervision and alone in the office.
- Strong computer skills; proficient in Microsoft Word, Excel, PowerPoint and Outlook plus email marketing and online meeting software such as Mail Chimp, Zoom, WebEx.
- Ability to perform internet research.
- Knowledge of applications and ability to work with Neon One Software Solutions or comparable databases.
- Knowledge of conservation and history of Barrington Area organizations preferred.

## **POSITION SPECIFICATIONS**

This is a part time position averaging 20-25 hours per week. Flexible hours Monday-Friday. Occasional evening and Saturday commitments assisting with events. Initial orientation to responsibilities and the organization will be provided. Hourly pay commensurate with qualifications.