

Hunterdon Land Trust
111 Mine Street
Flemington, NJ 08822

Position: Part Time Administrative Assistant

The Organization:

The Hunterdon Land Trust is a 501 (c)(3) nonprofit organization whose mission is to preserve the integrity of the rural landscapes in the Hunterdon County region by protecting and enhancing natural resources, and the cultural landscape of the historic Dvoor Farm, for public enjoyment and education.

Position Description:

The Administrative Assistant supports office operations and works closely with other staff members to achieve work plan goals. The Assistant reports directly to the Executive Director. The hourly, non-exempt position is part time at approximately 16 hours/week comprised of 4-hour days Monday through Thursday.

Responsibilities:

This position is responsible for administrative duties and office management activities.

General office management/Administration

- Answer telephone, direct calls and record messages for staff
- Organize and manage office files as needed
- Respond to or distribute emails addressed to “info” mailbox
- Assist with preparation of materials for quarterly Board meetings
- Coordinate office recycling and refuse pick-up and cleaning vendor
- Evaluate and purchase office equipment and supplies; manage maintenance agreements
- Update organizational calendar

Staff support

- Assist with volunteer management as needed
- Assist with mailings, record-keeping, filing, copying, scanning, and similar office support tasks
- Aid programming by compiling RSVPs, obtaining certificates of insurance, etc
- Record meeting minutes as needed

Development Support

- Process donations and matching gift forms
- Use templates to produce acknowledgement letters for donations
- Mail welcome packets to new donors.
- Manage Evergreen donors (monthly givers) including solicitations and acknowledgments

Qualifications include:

- Genuine interest in Hunterdon Land Trust’s mission.
- Exceptional attention to detail, organizational skills, and ability to prioritize.

- Computer skills - proficiency especially in Microsoft Office programs (e.g. Excel, Word) and email.
- Ability to work in fast-paced yet collegial environment.
- Proficient writing and oral communications skills.
- A minimum of 2 years of relevant experience.

HLT offers a competitive wage, commensurate with experience, and flexible work environment.

To Apply:

Please email your cover letter, resume, and hourly compensation requirements to judy@hunterdonlandtrust.org by October 15, 2018. Applications without salary requirements will not be considered. Additional information about Hunterdon Land Trust can be found at www.hunterdonlandtrust.org.