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**Land Trust Administrative Assistant**

**Part Time Position Available**

The Sakonnet Preservation Association is a private non-profit land trust dedicated to preserving the rural character and natural resources of Little Compton, for the lasting benefit of the community. We are seeking a part time administrative assistant (8hrs/week initially).

The administrative assistant is responsible for supporting the day-to-day operations of the Sakonnet Preservation Association. This person will work closely with the Director of Operations, Stewardship Director, and the Board of Directors. The position includes interaction with staff, board members, as well as donors, vendors and the public. The administrative assistant reports to the Director of Operations.

**Responsibilities/Duties:**

* Provide administrative support for the maintenance of basic office functions.

1. Welcomes visitors by greeting them, in person or on the telephone, answering or referring inquiries.
2. Oversees organizational calendar and contacts lists.
3. Keeps office organized and procures office supplies as needed.
4. Reports office equipment problems to the Director of Operations.
5. Manages and distributes incoming and outgoing mail, including.
6. Provides administrative support including emailing, copying, filing, correspondence and bulk mailings.
7. Provides prompt response to membership and general information inquiries.

* Maintain current files of SPA records.

1. Maintain digital/electronic archiving system.
2. File hard copy records in the designated location.
3. Purge records in accordance with SPA policy.

* Provide administrative support to the Board.

1. Prepare and distribute meeting materials to Board members and Committees as directed.
2. Take minutes if requested and archive all relevant materials.
3. Provide other administrative support to committees upon request.

* Provide support for communications.

1. Assist with the creation and publishing of newsletters, press releases, publicity documents, and other communications of SPA.
2. Assist with creating and publishing of social media, i.e., Facebook and Instagram.
3. Provide support for community outreach including virtual and in person and events, some limited evening and weekend work may be necessary.

Requirements:

* Administrative assistance experience required (1-year job-related experience preferred).
* Must be proficient in Microsoft Office & Adobe and have a working knowledge of Facebook & Instagram.
* Detail oriented; excellent organizational and people skills. Ability to work alone or as part of a team. Enthusiastic and reliable. Sense of humor not only helpful but critical!
* Commitment to the mission, programs, and philosophy of the Sakonnet Preservation Association.
* Tactful, possessing ability to work with a high degree of personal and professional initiative and ability to maintain confidentiality.
* Occasional lifting of office supplies and equipment required.

To Apply:

If you are interested in applying, please send an email with cover letter and resume to [spa@sakonnetpreservation.org](mailto:spa@sakonnetpreservation.org) by close of business on April 5th 2021.

Sakonnet Preservation Association is an equal opportunity employer. Salary commensurate with experience.