

**Grand Traverse Regional Land Conservancy**  
**Position Title: Office Assistant**

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**Date Revised:** September 6, 2022  
**Position Status:** Seasonal  
**Seasonal Term:** September, 2022 – January 14, 2023  
**Status:** Non-Exempt, Part-Time, Hourly  
**Supervisor:** Office Manager

**Position Objective:**

The Office Assistant will work with the Grand Traverse Regional Land Conservancy (GTRLC) Office Manager to complete administrative tasks during the year-end season. Serving as the “first contact” for a diverse group of stakeholders, this person will possess the ability to approach each opportunity as one that builds or deepens relationships based on the Conservancy’s mission. This position will work to maintain a high level of data integrity in the Conservancy’s databases during the busiest time of year.

**Essential Duties and Responsibilities:**

**Administration**

- As the first point of contact for many of the Conservancy supporters, this position will be responsible for answering the telephone in a professional and friendly manner and route calls appropriately, or handle general requests for information (verbally and written)
- Support Office Manager with correspondence, filing, typing, copying, and word processing
- Receive mail and sort donations to be entered by Office Manager
- Support staff with office errands as needed and if it fits within other scheduled needs
- Maintain paid accounts payable invoices (filing)

**Communication and Outreach**

- Review daily media in support of our outreach activities to learn about our constituents (weddings, public awards, obituaries, etc.) and log appropriately in Salesforce database
- Package and prepare merchandise orders for shipment

**Mailings**

- Daily processing of outgoing mail, including donor correspondence, such as thank you letters which are time sensitive
- Assist with bulk mailings and returned mail data entry
- Mail and file bill payment documents

**Will be required to perform other duties as requested, directed or assigned.**

**Work Environment:** In general, this position is Monday thru Friday, 9 to 5 with an occasional evening or weekend event

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**Physical Factors:** Majority of the essential duties is in an indoor work environment.

**Education and Experience:**

- Currently seeking a degree in natural resource management or administration  
**OR**
- High school diploma and one year of related work experience

**Minimum Qualifications** (Knowledge, Skills, and Abilities):

- Demonstrated ability to represent an organization, maintaining positive public relations
- Proficient in Microsoft Office software (Word, Excel and Google)
- Experience with database applications
- Experience handling money and receipts
- Demonstrated ability to be detail oriented, self-motivated, creative thinker, problem solver, and manage multiple tasks

**Desirable Qualifications:**

- Demonstrated ability to engage and collaborate with volunteers in a positive way
- Salesforce Non-profit Starter Pack experience