

## Protecting Nature's Gems – One Acre at a Time

### **Job Title:**

Administrative Assistant

**Note-this position replaces the office administrator part time position -it is now a full time position.**

**Reports To:** President

**Summary of Position:** The Administrative Assistant position is full time, and is responsible for the following:

- Overall administration of the office including, but not limited to, answering the phone, filing, mail pickup, purchasing and maintaining inventory and managing office equipment
- Bill payments and financial reconciliations.
- Data entry
- Generating thank you notes for membership and fundraising activities
- Coordinating mailings, secretarial and administrative support for the President and Board of Directors
- Update and monitor member database, emails lists, social media, website, and events calendar.
- Assisting with the organization of events
- Update and monitor President's schedule; scheduling meetings, appointments, and personal calendar.
- Ability/ willingness to be trained in Little Green Light database software to keep track of members and Donors.
- Coordinate the work of office volunteers and Interns.
- Support CNYLT's annual cycle of mailings, including preparing and mailing member

renewals, newsletters, annual appeals, and related communications, using US Post bulk mail services when needed.

- Create and modify organizational reports, memos, and letters.
- Ability/ willingness to be trained in Payentry to keep track of hours and distribute paychecks to staff members.
- Prepare/ overs see and mail property tax-exempt renewal applications for all organization- owned land parcels by annual deadline, ensuring accuracy and complete recordkeeping, and monitor municipal response and notifications.
- In consultation with the President, provide human resources support, such as reporting for HR and insurance compliance with state and federal requirements, and filing of related paperwork. **Requirements:**
  - Must be able to work well with others
  - Good communication skills, both verbal and written
  - Minimum of an associate degree from an accredited college or university; and one to two years related experience; or equivalent combination of education and experience.
  - Trustworthy and reliable with an interest in conservation and the environment
  - Strong attention to detail
  - Ability to organize time, meet deadlines and work with a minimum of daily supervision. Flexibility is an important characteristic as priorities are constantly changing

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cnylandtrust.org | Director@cnylandtrust.org

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- Must be able to provide own transportation to run local errands on occasion (mileage reimbursed)
  - Must be able to work occasional weekends for board meetings

### and events **Computer Skills:**

- Familiarity with Microsoft applications, such as Word and Excel is necessary. Working knowledge of database systems, QuickBooks, Microsoft Excel and Little

Green Light membership software preferred.

- Knowledge of internet-based software, including accounting, marketing, website, and customer relationship management applications, is helpful.
- To perform this job successfully, an individual should be proficient in Google applications (Drive, Gmail, Doc, Sheets, Calendar, etc.)
- Ensure smooth, efficient operations of IT

systems. **Physical Demands:**

- To successfully perform the essential functions of this job, the employee is regularly required to use hands, talk, hear, stand, walk, climb stairs and sit.
- The employee is occasionally required to reach with hands and arms and lift or move up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to

swim. **Other**

**Skills:**

- Ability to learn new computer applications and nonprofit best practices.
- Time Management, ability to work independently, ability to respond and carry out instructions and problem solving in an office setting.

CNYLT is committed to creating a diverse environment. All qualified applicants are encouraged to apply, including women, minorities, people with disabilities, and veterans. Candidates will be considered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Interested applicants should send a resume and cover letter, including salary requirements if needed) to [director@cnylandtrust.org](mailto:director@cnylandtrust.org), or mail to:

Central New York Land Trust

ATTN Albert Joerger

7 Fennell St

Skaneateles, NY 13152

