LAND TRUST of SANTA CRUZ COUNTY
JOB OPENING

DATE: December 8, 2020
JOB TITLE: Administrative Assistant
REPORTS TO: Deputy Director
STATUS: Full-time, not exempt from overtime, excellent benefits

Summary:
The Land Trust of Santa Cruz County seeks an organized and fastidious person to join our team in the new role of Administrative Assistant. The ideal candidate has experience with accounts payable in Quickbooks, has experience working with a board of directors, is proficient in technology, and is genuinely interested in the Land Trust’s mission and work. The Administrative Assistant will interact with all staff and board members, mostly virtually for the foreseeable future, and will have the opportunity to learn, grow, and contribute to the excellent work of the Land Trust.

Essential Functions:
• **Finance support.** Assists with accounts payable tasks such as account and class coding, entering invoices and charges into software, obtaining expense approvals, and communicating with vendors. Ensures all vendors and contractors fulfill documentation requirements.
• **Board of Directors support.** Assists with meeting scheduling and reminders, assists with compiling and distributing meeting packets, takes meeting minutes, maintains decision logs and annual documentation, and posts documents on portal.
• **Document maintenance and storage.** Maintains digital organizational documents in accordance with approved document retention policy, stores and organizes documents in correct locations, archives previous versions, and tracks file structure changes.
• **Office operations.** Manages office vendors such as cleaning, landscape, and alarm contractors. Purchases office supplies and assists with contacting technology vendors as needed.
• **Proofreading.** Edits documents and proposals for grammar, spelling, and content.
• **Other duties as assigned that lead to a productive and helpful work environment.**

Job Knowledge, Skills, Ability & Experience:
• Highly proficient with Microsoft Office Suite (Outlook, Word, OneDrive, and Excel)
• Experience with Quickbooks or other accounting software
• Ability to work independently and in a remote environment
- Possess excellent communication skills and ability to interact effectively with many personalities
- At least three years of administrative experience relating to the job duties
- Clear, succinct writing and grammar skills

To apply:
- Email a resume and letter of interest to: Teresa.Malone@LandTrustSantaCruz.org. The letter should highlight how your skills and experience align with the job responsibilities.
- The first review of applications will occur after December 15, 2020.
- The position is open until filled with anticipated start date in January 2021.
- Starting pay is $20/hour. Matching retirement contribution starts immediately. Full medical and dental benefits begin after 60 days.
- Following COVID protocols, this position will likely work a combination of remote and in-person at our Santa Cruz office.