Part-time Position Opening: as soon as filled

Position title: Administrative Assistant
Position type: Part-time hourly $20/hour eligible for merit raise after 6 months
Flexible Hours: 20 hours/week TBD between 9am-5pm on 4-5 days/week
Reports to: Development Director

Join our team of 12 to conserve, care for, and connect people to the forests, farms, parks and trails in the heart of the Connecticut River Valley of western Massachusetts.

Position Description: The Administrative Assistant will work on-site at our office in South Amherst, 4-5 days/week conducting routine administrative tasks and providing administrative support to ensure a friendly, functional, and efficient office operation with 12 staff.

Responsibilities:

General Office Management
- Welcome visitors to the office; coordinate parking for events
- Answer the phone and direct incoming calls; or provide information to answer basic questions
- Ensure that the office and grounds are in good condition, including through scheduling routine cleaning and landscaping services, and making appointments with maintenance contractors, as needed
- Ensure office supplies and house supplies are stocked

Administrative Assistance
- Perform Data entry into Little Green Light for membership gifts, scan gifts
- Complete small mailings, including stamping and stuffing envelopes
- Complete routine forms, such as insurance, municipal tax exemption
- Organize and maintain paper files in the office, scan documents for digital filing
- Assist staff with troubleshooting for printer/copiers, and other AV/tech equipment as needed

Local Errands (all within 1-10 miles of the office)
- Make deposits at the Bank and pick up/drop off mail at Post Office in downtown Amherst 2-3x/week
- Bring trash and recycling to Amherst Transfer station once/week
- Purchase refreshments at local market for meetings, as needed
- Deliver documents to attorneys and contractors, as needed

Support Staff and Board
- Assist with administrative support for conservation, stewardship, community engagement, communications, and fundraising projects, as needed
- Summarize KLT events for board and staff on a weekly and monthly basis
- Assist with scheduling and organizing meetings, programs, and volunteer events, as assigned

Qualifications and skills required by this position include:
- Energetic, organized, self-motivated team player who thrives on accomplishing tasks to improve efficiency and productivity
• Excellent communication and interpersonal skills and ability to work effectively as part of a small non-profit staff of 12, Sense of humor and welcoming friendly disposition,
• 2-3 years of related administrative experience in a non-profit organization or small business or equivalent degree
• Knowledge of Microsoft 365, including Word, Excel, and Outlook and Adobe Acrobat
• Strong organizational and time management skills to complete tasks efficiently
• Willingness to adapt to shifting priorities, as needed,
• Personal commitment to Kestrel’s mission which is to promote voluntary conservation of wildlands, woodlands, and farmland, as natural solutions to the climate and biodiversity crises,
• Must have access to a car to run errands once/week, mileage will be reimbursed

Working Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the Administrative Assistant position in an office setting: sitting, standing, and walking, lifting, and carrying up to 20 lbs., reaching and stretching, manual dexterity, seeing and hearing capable, mobility and ability to complete repetitive tasks.

Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent Kestrel Land Trust may do so without undue hardship. The term “qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

To apply:

Please email ONE PDF including a resume and cover letter describing your interest and qualifications for the position to info@kestreltrust.org, with Administrative Assistant in the subject line.

Review of applications will begin immediately with priority given to submissions received by May 6, 2024.

Start date: June 1, 2024, or sooner. Position will be filled as soon as a qualified candidate is identified.

Kestrel Land Trust is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.