



**Job Description
Administrative Assistant
April 2022**

Location: Bellingham, WA
Position Type: Part-time 24-30 hours/week
Salary Range: \$17/hour
Reports to: Executive Director

Overview: Whatcom Land Trust is a nationally accredited, community-based nonprofit organization that works with local landowners and others to protect the natural values and resources important to the Whatcom County community. Since 1984, Whatcom Land Trust has conserved over 20,000 acres of land. This position will work with staff, Board, volunteers and partners to set and guide the strategy of the Whatcom Land Trust regarding all outreach, communications, website, and public/community relation messaging needed to fully articulate the Trust's mission and increase the number and diversity of local citizens in conservation action.

Position Summary: The Administrative Assistant is responsible for clerical and accounting support and serves as the office's first greeter to all visitors in person and community members inquiring over the phone. We are looking for an individual who is highly motivated and is detail oriented. We are a small staff, so there will be times when this position may have to assist with other departmental projects or events.

Duties and Responsibilities:

- Retrieve and distribute all incoming and outgoing mail
- Retrieve and distribute messages left on the mail office voicemail
- Deposit all checks received in the mail and delivered by hand
- Enter all checks and donations into Little Green Light (our online CRM platform)
- Maintain an organized record of all donations received
- Organize all paperwork for new interns and new employees, ensure all benefits are correct
- Submit monthly timesheets to WWU for work study students in collaboration with Stewardship Department
- Attend weekly staff meetings
- File bills, deposits, bank statement and other paperwork
- Assist the accountant with some basic accounting tasks
- Ensure all supplies are full stocked (i.e. printer has paper and ink, notepads, folders, etc.)
- Process bills and get bills paid in a timely matter via check or credit card
- Maintain all insurance information for the organization
- Oversee all benefits for employees in conjunction with the accountant
- Put together the board packet each month for the monthly board meeting
- Oversee the janitor and ensure they have everything they need to complete their tasks efficiently
- Take out recycling and garbage weekly
- Other duties as needed

Required Qualifications and Attributes:

- Ability to think strategically with close attention to detail
- Proficiency with Little Green Light, or familiarity with CRM platforms, or ability and willingness to learn quickly
- Proficiency with Quickbooks, or ability and willingness to learn quickly
- Proficiency with all programs in Microsoft office and Adobe.
- High School Diploma or equivalent work experience
- Engaging, articulate, accurate, accessible communications habits in written and oral formats.
- Ability to self-initiate but also to take direction and work as a team. A strongly collaborative temperament.
- Familiarity with the communities of Whatcom County.
- Discretion, creativity, strategic thinking, innovation, integrity, resolve and a hearty sense of humor.

Salary and benefits package are competitive and based on experience.

Please submit your resume and cover letter to: officemanager@whatcomlandtrust.org

No telephone inquiries please. Only candidates selected for an interview will be contacted.

Whatcom Land Trust is an equal opportunity employer that welcomes all applicants and does not discriminate in its hiring practices.