



JOB DESCRIPTION

TITLE: Program Assistant
SUPERVISOR: TBD
DATE PREPARED: April 17, 2017

Saratoga PLAN is a not-for-profit land trust dedicated to preserving the rural character, natural habitats and scenic beauty of Saratoga County so that these irreplaceable assets are accessible to all and survive for future generations.

Saratoga PLAN helps communities identify the assets they wish to retain and create plans that balance growth with conservation in order to sustain the Saratoga region's "quality of place" and its environment, economy, and public health. PLAN works with willing landowners to permanently conserve farmland, woodlands, trail corridors, and natural habitats so that Saratoga County remains a great place to live, work, visit and farm.

SUMMARY OF POSITION:

The Program Assistant for Saratoga PLAN is responsible for providing support for development, outreach, communications, stewardship, conservation and education programs. The Program Assistant develops and implements efficient systems for office, administrative, business, engagement, development and program operations, and will support other office staff and the board of directors as directed.

DUTIES AND RESPONSIBILITIES:

1. Maintain a neat and well organized office and electronic and paper filing systems. Organize and maintain office files, storage areas, archives, and common workspaces. Order office supplies and interface with vendors for office supplies and equipment. Coordinate the acquisition, operation, maintenance, and repair of all office equipment.
2. Answer the telephone, respond to correspondence, greet the public, and interact with volunteers, donors, and the board of directors.
3. Research and coordinate acquisition and contracts for insurance, office supplies, equipment, printing, mailing services, payroll service, banking, financial audit, IT services, and other operational needs.
4. Receive, record, file, and update constituent donations and records in constituent database (Salesforce). Assist in the creation of reports from database.
5. Prepare records for bookkeeper and make bank deposits weekly.

6. Monitor status of pending and awarded grants and reporting requirements and communicate with appropriate project managers. Track, document and report on the financial component of grants and contracts.
7. Assist with compiling records and reports for annual audit and corporation filings.
8. Provide administrative support to staff and board. This support includes, but is not limited to the following: word processing, typing, proofreading, editing, transcribing, mailing, photocopying, faxing and filing. Compile packets for board and committee meetings. Process and respond to basic correspondence, such as phone and e-mail and in-person inquiries, thank you letters for donations, event registration, mailing lists and mailings, press clippings. Provide assistance for website and database management.
9. Maintain complete corporate records and documents. Maintain corporate registrations for compliance and eligibility purposes.
10. Assist in updating and maintaining social media feeds, website, e-blasts, and newsletters. Create and insert photographs and other illustrations.
11. Recruit and supervise volunteers for office, communications, and events.
12. Assist with other projects as needed. Work on other tasks as assigned.

QUALIFICATIONS:

- Excellent organizational skills and proven ability to establish and maintain efficient office systems. Demonstrate a commitment to high quality professional work.
- Excellent work ethic and ability to establish work priorities and produce accurate results efficiently with a variable, challenging and dynamic workload.
- Motivation to initiate, conceive, develop, and explain efficient office systems for tracking, documenting, filing, and reporting corporation's business for co-workers, board members and volunteers.
- Trustworthy, loyal, and dependable, with a keen sense of professional discretion for sensitive information.
- Computer skills competence required: Microsoft Office, Salesforce. Experience with social media: Twitter, Facebook, Instagram. Helpful: Quickbooks, InDesign, Photoshop, WordPress, Vertical Response, or other email marketing platform. Comfortable learning new technology systems.
- Strong editing, writing, filing and proofreading skills.
- Ability to communicate effectively and professionally with the public, colleagues, board members, donors, and volunteers.
- Positive, helpful attitude and commitment to excellence. Team player. Courteous, outgoing personality and a sense of humor a plus.
- Must be able to work independently with periodic supervision.

COMPENSATION:

There is a full-time (40 hours per week) and a part-time (15-30 hours per week) position. Both positions may occasionally require additional hours or flexible hours on evenings or weekends as mutually agreed. The positions are compensated on an hourly basis, with a competitive rate commensurate with experience and background. Equal Opportunity Employer.

APPLICATION PROCESS:

Please submit a one-page cover letter, resume, and contact information for three references by May 12, 2017, to:

John Kettlewell, Constituent Engagement Director
Saratoga PLAN
112 Spring Street, Room 202
Saratoga Springs, New York 12866
info@saratogaplan.org (e-mail submissions preferred).