

Position: Administrative Assistant
Classification: Part Time (24-30 hrs/week)
Location: Mt. Shasta, CA
Compensation: \$18.00 - \$20.00/hour DOE
Open until filled



About Siskiyou Land Trust: Siskiyou Land Trust is a non-profit organization dedicated to protecting forest lands, agricultural lands, and wildlands in far Northern California's Siskiyou County. We work with willing landowners, volunteers, and conservation partners to conserve land, restore habitats, and engage with the community to foster environmental stewardship.

JOB DESCRIPTION

Siskiyou Land Trust is seeking a detail-oriented and organized Administrative Assistant to support our team in various administrative tasks. The ideal candidate will have excellent communication skills, strong attention to detail, and a passion for environmental conservation.

RESPONSIBILITIES

- Provide administrative support to the Executive Director, other staff members, and Board of Directors.
- Manage incoming and outgoing correspondence, including emails, letters, and phone calls.
- Maintain and organize office files, documents, and records both electronically and in hard copy.
- Assist with scheduling meetings, appointments, and events for staff, Board members, and the organization.
- Prepare agendas, take meeting minutes, and distribute materials for board meetings and other gatherings.
- Assist with fundraising and donor management activities, including maintaining donor databases and processing donations.
- Assist with marketing and communications efforts, including drafting content for newsletters, website updates, and social media platforms.
- Coordinate logistics for events, workshops, and community outreach activities.
- Provide general office support, such as ordering supplies, managing office equipment, and maintaining a clean and organized workspace.
- Act as the first point of contact for those interested in connecting with SLT.
- Perform other duties as assigned to support the overall operations of Siskiyou Land Trust.
- Ability to work regular office hours and occasional evenings and weekends.

QUALIFICATIONS

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Previous experience in an administrative role preferred, especially in a non-profit or environmental conservation organization.
- Proficiency in Microsoft Office 365 suite, Google Workspace, Zoom, and social media platforms; QuickBooks, Adobe InDesign, Photoshop, and Canva preferred.
- Excellent written and verbal communication skills; enjoys working with people and interacting with the public.
- Strong organizational skills and attention to detail.
- Ability to multitask, prioritize tasks, problem solve and meet multiple deadlines in a fast-paced environment.
- Ability to work both independently and collaboratively as part of a team; kind and respectful.
- Commitment to the mission and values of Siskiyou Land Trust.
- Valid driver's license, good driving record, and reliable transportation.

EMPLOYMENT DETAILS

- Position Type: Part-time
- Compensation: \$18 - 20/hour
- Benefits: Paid holidays
- Schedule: 24 – 30 hrs/week during regular office hours, some evenings and weekend work

HOW TO APPLY

Please email a resume and cover letter outlining your qualifications and interest in the position to the SLT Hiring Committee at siskiyoulandtrust@gmail.com with “Administrative Assistant Applicant” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

For additional information about Siskiyou Land Trust, please visit our website:

<https://www.siskiyoulandtrust.org>