



## ADMINISTRATIVE ASSISTANT POSITION AVAILABLE

The Eastern Nevada Landscape Coalition, a non-profit, 501(c)(3) conservation organization dedicated to restoring the dynamic, diverse, resilient landscapes of the arid and semi-arid west is currently looking for a part-time administrative assistant to join our team.

**DUTIES:** The administrative assistant is responsible for...

- Fielding telephone calls, receiving and directing visitors, filing, and organizing
- Processing time sheets and mail
- Maintaining office supplies inventory
- Preparing documents and correspondence
- Scheduling and coordinating staff meetings
- Working with the executive director to draft and edit fundraising letters, quarterly newsletter content and occasional grant proposals, as well as reviewing content produced by other staff
- Drafting job descriptions as needed and co-leading new-hire orientation, as well as preparing new hire paperwork and identifying relevant material for updates to employee handbook and various policies
- Managing a fleet of rented field vehicles, overseeing their insurance coverage, and filing any necessary claims
- Promoting and coordinating all ENLC conferences and events, providing any necessary support at said events
- Providing flexible, efficient office support to a diverse staff

**EDUCATION/EXPERIENCE:** Qualified applicants should have...

- Minimum of an associate degree or three years of experience
- General software skills; Excel, Word, as well as Internet research ability
- Excellent interpersonal and communication skills
- Strong writing skills and solid command of grammar
- Organization skills and attention to detail
- Professional, pleasant demeanor and ability to work as part of a team

**SALARY:** \$14-\$16/hour, dependent on experience

- part-time position, 15-20 hours a week

**About the Organization:** The ENLC has been in business for over two decades and is a 501(c)(3) non-profit organization and is headquartered in Ely, NV. ENLC is dedicated to restoring the dynamic, diverse, resilient landscapes of the arid and semi-arid west for present and future generations. It accomplishes this through education, research, advocacy, partnerships, and the implementation of on-the-ground projects. Through cooperative agreements, grants, contracts, and memberships, ENLC works diligently with its partners to restore these fragile, yet resilient, ecosystems.

**APPLICATION:** Applicants should email a cover letter, resume and the contact information of three references to Susi Algrim at [execdir@envlc.org](mailto:execdir@envlc.org) with "Administrative Assistant Application" in the subject line.