

# Administrative and Communications & Marketing Assistant

## Job Description

### Background

The Sacramento Valley Conservancy (the Conservancy) was established in 1990--the first local land trust in Sacramento County, CA. The Conservancy preserves open space for agricultural, scenic, recreational and habitat purposes. The organization has protected over 17,500 acres of land including regional trail systems, vernal pool preserves & oak woodlands. The Conservancy is governed by a thirteen member Board of Trustees, and has 10 part-time staff and various consultants.

### Responsibilities

The Conservancy's Administrative/ Communications/ Marketing Assistant assists the Administrative Director, Communications & Marketing Director, Stewardship Director and Executive Director, specifically helping with general administrative work, maintenance of the donor database, processing outings registration, event coordination tasks, including Camp Pollock reservations & event coordination, and assistance with marketing. On a daily basis, the Administrative Assistant reports to the Administrative Director and the Communications and Marketing Director. All SVC positions ultimately report to the Executive Director.

#### **I. PROGRAM ADMINISTRATION (40% of time)**

- \* Provide administrative support to Administrative Director, Communications & Marketing Director, Stewardship Director, and Executive Director.
- \* Assist with review of marketing materials and website event outings postings. See [www.sacramentovalleyconservancy.org/calendar.asp](http://www.sacramentovalleyconservancy.org/calendar.asp).
- \* Help Administrative Director and Stewardship Director with a variety of duties, as needed, including maintaining project binder files, recording donations or other information on the database
- \* Process Camp Pollock reservations & outings registration, calls and on-site coordination with event renters, post event liability forms and report on outing attendance. See [www.sacramentovalleyconservancy.org/camp-pollock.asp](http://www.sacramentovalleyconservancy.org/camp-pollock.asp)
- \* Maintain accurate and up to date database and prepare reports for staff and Board.
- \* Ordering office supplies as needed and printed materials for mailings

#### **II. FUNDRAISING AND EVENTS (40% of time)**

- \* Coordination and oversight of SVC events and outings (like Treasures of the Valley annual fundraiser with silent auction, Cowboy Breakfast, Glamp-Out, Camp Pollock Concerts and other public outings) which can include weekend and night work

- \* Helping to train and manage volunteers for the events
- \* Assist with donor mailings and produce thank-you letters
- \* Work with staff to ensure accurate and current donor data systems
- \* Assist Administrative Director in producing donor reports

### **III. PUBLIC OUTREACH (20% of time)**

- \* Help maintain database for newsletter and other mailings
- \* Assist staff/consultant with newsletter and appeals production and mailing and social media posts, and ENews and other marketing tasks
- \* Maintain a high level of professionalism and ability to establish a positive rapport with supporters, volunteers, partner orgs, customers
- \* Assist staff with distribution or mailing of promotional materials
- \* Respond to inquiries from public when directed by Admin or Communications & Marketing Director
- \* Assist with website updates and maintenance when directed by Admin Director or Communications & Marketing Director

### **Qualifications**

- \* Background in administrative duties, database management (a user friendly customized Access program used), events coordination, marketing and public outreach. Generalists with expertise or experience in a variety of these areas will be preferred, as will people with experience with nonprofits or land trusts.
- \* Good communication (written and oral) and organizing skills. Computer skills necessary, word, excel and database management.
- \* Ability to work among people of diverse backgrounds
- \* Excellent customer service skills
- \* Willingness to enlist and work with volunteers
- \* A genuine interest and enthusiasm for private voluntary land conservation-See [www.sacramentovalleyconservancy.org](http://www.sacramentovalleyconservancy.org) .
- \* A self-starter with the proven ability to initiate and follow through on programs or projects
- \* Valid driver's license.

### **Compensation**

This is a three quarters to full time position (approx 30-40 hours per week).

May vary within this range depending on workload needs.

Hourly rate is \$15.00/hour.

Flexible hours and benefits package (includes 403b retirement account, health insurance, worker's compensation and state disability).

Contact:

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