

Staff Position Description

Title: Business Administrative Assistant

Starting Salary: \$18.27 - \$21.52/ hr - The starting salary range for this position will be in this range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position.

Location: Full time remote eligible – based out of Durango, CO office

Status: Full-Time, Non-Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: Western Region Business Manager

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The Administrative Assistant is responsible for providing support to key operational activities such as insurance, purchasing, inventory control, independent contracting, and documentation functions. The Assistant provides excellent customer service to all staff and vendors and oversees internal compliance with standard operating procedures. The Assistant is part of the organization's collaborative and welcoming Central Staff team.

Outcomes & Functions of Position:

Business Support

- Responsible for managing the timely and accurate filing of all annual/ periodic reports and charitable solicitation registrations.
- Tracks due dates and completes renewal of business licenses.
- Secures Certificates of Insurance for organizational and program activities.
- Provides support to finance and business staff for items related to business registrations and compliance.
- Administers the organizations Independent Contractor Agreement processes from creation through execution.
- Works with Conservation Legacy leadership to maintain an active SAM.gov registration.

Procurement

- Maintains current expertise on federal procurement rules and works to develop and/ or improve systems than ensure compliance.
- Works with staff across the organization to collect and file accurate procurement documentation including but not limited to purchase approvals and sole source justifications.

- Develop and administer training tools for staff to ensure that there is a solid understanding of federal procurement rules.
- Research, present and implement opportunities for improved purchasing and cost savings

Insurance

- Help secure estimate with insurance brokers on all commercial insurance coverage lines by providing organizational data on an as needed basis.
- Assist with the administration of insurance claims and closes out cases when complete inclusive of vehicle and other such as personal property
- Monitors all of Conservation Legacy owned and leased facilities for insurance, improvements and management functions.

Administrative Assistance

- Maintains office supplies and purchases to ensure there is sufficient supplies for day-to-day operations
- Assist in event planning and facilitation with the direction of senior administrative staff
- Ensure all daily mail is collected and processed in a timely and compliant manner
- Provides a variety of services for central vehicles including maintaining vehicle check in/out schedules and maintenance needs
- Serves as office receptionist and directs office visitors to appropriate staff

Organizational Advocacy

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Qualifications:

- Proven experience and knowledge of federal procurement rules
- 2-5 years of related experience.

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns, Supervisor.

To Apply:

1. Send Cover letter and resume to Allison Laramée, allison@conservationlegacy.org.
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.