

Staff Position Description

Title: Administrative Assistant – Business

Starting Salary: Grade C (\$19 - \$24 hourly)

Location: Durango, CO, Part-Time Remote Work eligible

Status: Full-Time, Exempt

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

Reports to: COO

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

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, independent contracting, and documentation functions. The Assistant; provides excellent customer service to our program staff and vendors; and oversees internal compliance with standard operating procedures. The position also responsible for administrative oversight of Conservation Legacy's property in Durango as needed. The Assistant is part of the organization's collaborative and welcoming Central Staff team.

Outcomes & Functions of Position:

Business Support

- Assist with the administration of insurance claims and closes out cases when complete
- Secures Certificates of Insurance for organization and program activities
- Ensure all mail is collected and processed in a timely and compliant manner
- Provides support to finance and business staff for items related to business registrations, compliance and other needs

Administrative Assistance

- Assist in the purchasing of goods including, but not limited to, IT hardware with the coordination of the IT Service Coordinator
- Help secure estimate with insurance brokers on all commercial insurance coverage lines by providing organizational data
- Administers the organizations Independent Contractor Agreement processes and ensures compliance
- Monitors all of Conservation Legacy owned and leased facilities for insurance, improvements and management functions

- 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.

Other “Hats” You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

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:

- 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.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- 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.
- BA/BS preferred or 0-2 years of related experience.

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 Amy Sovocool at amy@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.