



JOB OPENING

Administrative/Communications Assistant

Posted: February 2023

Board of Directors:

Michael Reeves

President

Paul Hain

Vice-President

Emily Renzel

Secretary

Rick Carpenedo

Treasurer

Jessica Brem

Nikhilesh Dholakia

Sara Steiner

HOURS AND COMPENSATION

This is an hourly, twenty hour per week (20 hr/week) position without benefits.

Hours are flexible from 8am-6pm, Monday through Friday, with occasional early, late, or weekend work. The starting rate is \$20.00/hour.

OVERVIEW OF THE JOB

The Administrative/Communications Assistant will provide support services to San Benito Agricultural Land Trust (SBALT). This is an entry-level position that will develop skills in finance, writing, database management, communications, nonprofit structure, and conservation. This position reports to the Executive Director.

SPECIFIC RESPONSIBILITIES

- Assist with processing donations, paying bills, and maintaining financial records in QuickBooks Online.
- Assist with maintaining the donor database (Little Green Light), including data entry, coding, processing donations, and generating gift acknowledgement letters.
- Assist with the agendas and packets to distribute to the committee and board members one week prior to each meeting.
- Assist with minutes for board meetings and committee meetings.
- Monitor upcoming public meeting agendas (board of supervisors, planning commissions, etc.) for items relevant to SBALT's work.
- Manage SBALT's social media accounts on Facebook and Instagram. Develop content, posts, and responses to queries and comments in a timely fashion.
- Assist with periodic eNewsletter and email notices using MailChimp.
- Maintain and enhance SBALT's Wix website.
- Manage photo database for fundraising and communications.
- Assist with periodic direct mail appeals.
- Provide support for membership events. Tasks include generating invitations lists, managing sign ups, recording attendance in donor database, event preparation, and support at the event.

Advisors & Committee Members:

Dave Brigantino

Michael Brigantino

Christine Breen

Sallie Calhoun

Robert Connolly

Zoey Diggory

Dan Dungy

Katherine Foster

Mark Gibson

Jeremy Lackey

Julie Morris

Laura Naccarato

Ron Ross

Cathy Summa-Wolfe

Kerry Tobias



Sound Finances
Ethical Conduct
Responsible Governance
Lasting Stewardship

The Mission of the San Benito Agricultural Land Trust is to conserve regionally significant lands that sustain productive agriculture, preserve open space, and maintain the rural character of the county.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

- Ability to communicate effectively to a wide variety of audiences.
- Ability to carry out tasks with minimal supervision.
- Exceptional attention to detail and accuracy.
- Strict adherence to confidentiality regarding donors and landowners.
- Strong interpersonal and customer service skills.
- Ability to work effectively as a team member and alone.
- Proficiency in Microsoft Word, Excel, Facebook, and Instagram.
- Valid driver's license and proof of insurance.
- B.A. degree or equivalent experience.
- Have a computer on which you can conduct your work.
- Ability to occasionally lift and carry objects weighing up to 30 pounds.

DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

- Experience using QuickBooks Online
- Experience using a customer relationship management (CRM) software
- Experience using MailChimp or similar email outreach software.
- Experience designing and maintaining websites with Wix or similar software
- Knowledge or experience with agriculture
- Knowledge or experience with conservation
- Bilingual Spanish/English speaker

TO APPLY

Send resume and cover letter outlining how your abilities and experience fit the job description.
Email Lynn Overtree at lynn@sanbenitolandtrust.org. No calls or drop-ins.

DEADLINE

Open until filled.