

Native Prairies Association of Texas (NPAT)

Administrative Assistant Job Description

About NPAT: We are dedicated to the conservation, restoration, and appreciation of native prairies, savannas, and other grasslands in Texas. NPAT is a 501(c)(3) nonprofit organization and accredited land trust, founded in 1986 by a group of Texans concerned greatly about our disappearing prairie heritage, especially Texas' endangered tallgrass prairies.

Job Title: ADMINISTRATIVE ASSISTANT

Position Summary

The Administrative Assistant will provide vital support to the agency's executive director and development director.

For the executive director, recordkeeping is essential to the land trust's work and this position is responsible for ensuring that all our hardcopy and digital files are in order. For the development director, assistance with donor data management, social media and email communications, and fundraising event coordination will be important to fundraising and coordinating successful activities.

The role is a part-time (20 hours/week), hourly position and reports to the Executive Director. Following a six-month trial period, there is a potential for increased hours depending upon work demand and performance.

Position Objectives

- Get and keep our organizational records in good order.
- Practice general accounting principles related to organizational revenue and expenses.
- Help expand our family of members and donors by coordinating donor data management, renewal solicitation, and support as needed for fundraising events.
- Provide a positive experience for volunteers, members, donors, and Board members through high-energy and friendly engagement.

Duties and Responsibilities

The Administrative Assistant's duties include the following:

General Office (35%)

- Serve as a point of contact for office visitors, phone calls, general emails, and redirect inquiries for appropriate follow-up.
- Maintain effective communication and working relationships with Board members, committees, volunteers, and staff.

- Provide administrative support to staff, Board and committees.
- Maintain office files and archives.
- Schedule meetings.
- Prepare monthly Board agenda packets for Board meetings.
- Provide administrative support for monitoring activities, including:
 - Generate and mail letters to landowners.
- Maintain/update physical files and binders as well as digital files.
- Track new members and assemble welcome packages for them.

Membership/Fundraising Activities and Events (35%)

- Help coordinate events, meetings, workshops, and training with staff and committees.
- Support the board's fundraising development committee, attending regular meetings.
- Coordinate membership program, including:
 - Prepare and send membership solicitations and renewal notices.
 - Pick up mail, collect renewals, and process all donations.
 - Maintain/update the donor database and record revenue.
 - Prepare acknowledgement letters and notes of appreciation for contributions.
 - Generate reports as needed.
- Build social media posts/ads and website content for fundraising activities, under the guidance of the executive director and resource development director.

General Bookkeeping (20%)

- Mail/make payments.
- Reconcile and compile supporting documentation for credit card charges.
 - Schedule monthly bank statement reconciliation with appointed person.
 - Compile documentation to complete reconciliation.

Other duties as assigned (10%)

Support and participate in additional activities to help promote the overall mission of the organization.

- Assist staff and webmaster on website updates, primarily maintaining the Events page.

The percentage allocation of work tasks may shift based on organizational needs.

Qualifications

A selected candidate should have at least 1-2 years of successful work experience, preferably in a job requiring similar skills, and:

Interpersonal

- Excellent interpersonal skills; warm, friendly, patient personality.
- Demonstrated ability, reliability, and flexibility to work on a team or independently.
- Ability to work well with staff, Board members, volunteers, landowners, and the public.

Organizational

- Meticulous organizational skills, thoroughness, and attention to detail.
- Ability to self-start, multi-task, manage time, and set priorities.
- Ability and willingness to maintain organized digital and paper files/records.

- General bookkeeping and financial knowledge.
- Interest in and knowledge of conservation issues, and an understanding of, and commitment to, NPAT's mission, goals, and priorities.
- Experience working with other non-profit organizations preferred.
- Must have valid driver's license and reliable transportation.

Communications/Marketing

- Excellent written and oral communication skills. Writing samples are welcome.
- Experience supporting the coordination of events for up to 150 people.
- Proficiency navigating and posting on social media sites such as Instagram, Facebook, and LinkedIn. Experience with social media video production and Facebook Ads a plus.

Technical

- Proficiency with Google G Suite and Microsoft Office Suite are essential.
- Ability to easily learn new computer skills as needed.
- Familiarity with WordPress a plus.

Additional Information

Work hours: 20 hours per week within M-F 10-4 range to start.

Compensation: \$16-\$18 per hour depending on qualifications.

Benefits: Some paid holidays, payment in lieu of medical and retirement benefits.

Supervisor: Position reports to the Executive Director.

Working Conditions

Duties are generally performed in the NPAT headquarters office and ranch in Manchaca, Texas, south of Austin. Activities mostly take place at a desk in front of a computer, and occasionally at indoor or outdoor events. Lifting up to 30 pounds may be required. Evening and weekend work is occasionally required. Some local travel for errands and events; possibly longer distance travel to association meetings or conferences.

Equal Employment Opportunity Statement

Native Prairies Association of Texas is an equal opportunity employer. We believe that no one should be discriminated against because of age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation. All employment decisions are made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law. NPAT welcomes providing veteran employment opportunities to our service men and women.

Application Deadline:

5 p.m. Central Standard Time, Friday, March 4, 2023.

Application Requirements and Instructions:

Please send your cover letter and resume to Kirsti Harms, Executive Director, at kirsti_harms@texasprairie.org.

