

**Hunterdon Land Trust**  
111 Mine Street  
Flemington, NJ 08822

**Position Description: Part-Time Administrative Assistant**

**The Organization**

Hunterdon Land Trust (HLT) is a 501 (c)(3) nonprofit organization whose mission is to preserve the integrity of the rural landscapes in the Hunterdon County region by protecting and enhancing natural resources, and the cultural landscape of the historic Dvoor Farm, for public enjoyment and education. An Accredited land trust celebrating its 25<sup>th</sup> anniversary, HLT has protected more than 10,000 acres in the Hunterdon County region. In addition to land preservation and stewardship, HLT operates an award-winning producers'-only farmers' market and performs outreach and education to further conservation goals.

**The Position**

The Administrative Assistant reports directly to the Executive Director and is responsible for administrative duties to ensure efficient office operations. The Administrative Assistant also plays a critical role supporting other staff with development and outreach activities including the award-winning farmers' market. The Administrative Assistant must be detail-oriented and self-motivated to accurately enter data, maintain organized records, and reliably complete work tasks. The part-time position is expected to be approximately 16 to 20 hours/week.

**Responsibilities**

General Office Management/Administration

- Answer office telephone, direct calls, and respond to general inquiry emails
- Open and distribute mail
- Update organizational calendar
- Distribute materials for quarterly Board of Trustee meetings and record minutes
- Organize and manage office files including corporate records and storage/retention
- Maintain Safe Deposit box and safe
- Evaluate and purchase office equipment and supplies
- Manage office maintenance vendors such as security company, recycling, refuse pick-up, and cleaning
- Manage insurance plans and renewals

Staff support

- Coordinate volunteers and maintain volunteer records
- Enter donation data in Donor Perfect database, process matching gifts and employee giving donations, and process returned mail to update records
- Prepare acknowledgement letters from templates, mail welcome packets to new donors, manage Evergreen monthly donations
- Support accounting functions such as scanning financial account statements for online recordkeeping, gathering materials for auditors, assisting with deposits, and filing annual reports
- Support Executive Director when hiring and on-boarding new employees

- Support programming by securing refreshments, collecting RSVPs, and tracking attendees
- Aid Farmers' Market Manager by coordinating committee meetings, maintaining vendor paperwork and schedule as well as market outcomes data, recording inquiries for committee review, assisting with market budget management, scheduling entertainment, securing annual permits and inspections

### **Qualifications**

HLT is looking for a self-starter with exquisite secretarial skills who takes ownership of their responsibilities and sees a task through to completion even when it requires further investigation to resolve. HLT seeks an individual who takes initiative to identify and assess problems, recommend solutions, improve outcomes, create efficiencies, and recognize how the Administrative Assistant's role fits into and impacts greater organizational operations.

Ideal candidates will have the following:

- Genuine interest in Hunterdon Land Trust's mission of preserving the natural and cultural resources of the Hunterdon County region
- Minimum of 2 years of relevant experience and demonstrated success in general office management, clerical, and administrative skills
- Proficiency with Microsoft suite and computer skills
- Superior written and oral communications
- Strong interpersonal skills, integrity, and professionalism
- Meticulous organization, attention to detail, and ability to multi-task and prioritize
- Ability to work in fast-paced yet collegial environment

**Compensation:** HLT offers a competitive pay rate and flexible work environment. As per HLT's personnel policy, part-time staff are eligible for retirement benefits as well as paid leave in compliance with the NJ Paid Sick Leave Act. This position is expected to be compensated between \$17-\$20/hour.

**To Apply:** Please e-mail your cover letter and resume to [mary@hunterdonlandtrust.org](mailto:mary@hunterdonlandtrust.org). Additional information about Hunterdon Land Trust can be found at [www.hunterdonlandtrust.org](http://www.hunterdonlandtrust.org).