



# Sutter Buttes Regional Land Trust

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## **Position Title:** Administrative Assistant & Outreach Coordinator

**Reports To:** Executive Director (ED)

**Pay:** \$25 per hour

**Benefits:** Paid Holidays, PTO after 1 year, 401(3)b retirement, sick leave

**Work Window:** This position is part-time, 20 hours/week, within the window of Monday – Friday (9:00 am to 5:00 pm), with flexibility required to attend occasional evening or weekend events. Attend board meetings on a quarterly basis (March, June, Sept, Dec). Board meetings are held the 2nd Tuesday, 6:30 pm – 8:00 pm.

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## **Position Summary**

The Administrative Assistant & Outreach Coordinator is a multi-faceted role providing critical support in office operations, financial management, donor relations, and community outreach. As an organizational ambassador, this individual ensures the efficient day-to-day functioning of the Land Trust while supporting the mission through event coordination and donor engagement.

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## **Core Responsibilities**

### I. Operations & Administrative Support

- **Office Management:** General administrative support for the Executive Director and Board. Serve as the first point of contact by managing phone inquiries and emails and routing correspondence to the ED, Board, or staff in a timely manner.
- **Records Management:** Manage and organize physical and digital copies of documents and files for record keeping and business operations.
- **Logistics:** Coordinate weekly mail pick-up in Yuba City, merchandise distribution, and maintain the comprehensive organizational calendar of activities.

- **Governance Support:** Attend quarterly Board of Directors meetings and assist the ED and various committees with administrative tasks as needed.

## II. Financial Support

- **Transaction Processing:** Record all incoming funds (checks, cash, and documentation), ensuring all items are scanned and copied for records.
- **Accounts Payable:** Prepare monthly invoice payments.

## III. Membership, Donor Relations & Development

- **Database Management:** Using donor management software, maintain accurate donor, sponsor and member records including contact information, background data, and giving history.
- **Communications:** Coordinate the production and distribution of membership renewals, special appeals, and donor acknowledgment letters/receipts.
- **Reporting:** Generate monthly reports on membership trends and contribution totals for the ED.

## IV. Specialized Project & Event Management

- **Annual Calendar Project:** Manage the full lifecycle of the organization's calendar, including sponsor solicitation (calls, letters, e-blasts), photo contest coordination, working with designers using Adobe InDesign templates and coordination of the Photographer's Reception
- **Outreach & Events:** Planning and organizing major events such as the Swan Festival and Sunset Serenade including solicitation of auction donations, booth staffing, , and managing on-site sales reconciliation.
- **Marketing:** Use of Canva and Givebutter platforms to execute social media and marketing campaigns to promote events, sponsors, and membership benefits.

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## Qualifications & Skills

### Educational & Professional Experience

- **Preferred Education:** Bachelor's or Associate's Degree in **Communications, Public Relations, Nonprofit Management, or Marketing**. Coursework or certifications in Fundraising or Grant Writing are highly encouraged to support the solicitation of sponsors and auction donations. While formal education is preferred, we value demonstrated experience foremost.
- **Demonstrated Experience:** 3–5 years of experience in a role that balances administrative oversight with community engagement. Specific experience in managing fundraising campaigns, coordinating large-scale outreach events (like the Swan Festival), or membership recruitment is preferred.

- **Financial Competency:** While the focus is on outreach, candidates must still demonstrate working proficiency in QuickBooks Online for basic accounting, bookkeeping, and reconciliation of event sales and quarterly tax filings.
- **Core Competencies:** Exhibits excellent written and verbal communication to drive community outreach, coupled with a high attention to detail, a commitment to operational excellence and confidentiality, and a consistent demonstration of ethical, professional conduct in a collaborative environment.
- **Local Presence:** The position requires regular in-person engagement for events and community outreach; as such, residency in or near the Yuba-Sutter area is highly preferred.

### Technical & Specialized Skills

- **Software Proficiency:** Advanced proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and Publisher.
- **Strategic Communication:** Ability to draft compelling special appeals and membership renewals that resonate with donors.
- **Public Engagement:** Strong interpersonal skills for staffing event booths and conducting solicitations via phone calls and in-person meetings.
- **Digital Marketing:** Proficiency in managing social media and online email services using Canva to drive event attendance and sponsor visibility.
- **Design & Web:** Experience with Adobe InDesign for template-based design and familiarity with Word Press for website management.
- **Donor Stewardship:** Proficiency in donor management software (Givebutter) to ensure all contributions are tracked accurately and thank-you letters are sent promptly.
- **Event Logistics:** Proven ability to coordinate event setup and teardown, manage photo contests, and work with vendors, consultants, designers, and venue managers.