



Administrative Assistant Position Description

Mission: Great Old Broads for Wilderness is a women-led national grassroots organization that engages and inspires activism to preserve and protect wilderness and wild lands.

Position Summary: The Administrative Assistant is responsible for providing support to ensure efficient operation and administration of the Broads' national office. She/he supports staff through a variety of tasks related to organization and communication. This position may be responsible for confidential and time-sensitive material. Candidates are preferred who have experience with nonprofit organization concepts, practices, and procedures.

This position requires the ability to: a) effectively communicate via phone and email, ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality in a timely manner; b) use experience, judgment, and creativity to plan and accomplish goals; and c) be flexible and exude a positive, professional attitude and a can-do work ethic.

The Administrative Assistant reports to the Executive Director and the Communications Director. The position is based at Broads' National Office in Durango, CO and is a part time, 10–15 hours per week non-exempt position.

Key areas of responsibility and duties:

Daily Operations

- Be present for visitors to the office.
- Pick up mail, respond to emails, prepare office documents, maintain general office files and other records.
- Manage office organization including supplies and basement storage.
- Order office supplies and furniture, and other office needs as requested by supervisors.
- Ensure office cleanliness and maintenance.
- Answer the phone and direct calls to the appropriate staff person.
- Develop strong relationships with staff, Board of Directors, partners, and members.

Administrative Duties

- Finance support: Process and log all financial transactions both by mail and online, including weekly bank deposits, daily and weekly expense transactions, and monthly automatic debit

transactions in Neon. This position will also reconcile petty cash and run weekly financial reports for financial transactions.

- Coordinate merchandise purchases, orders, and mailings as well as inventory tracking.
- Oversee office volunteers.
- Provide feedback to improve organization and communication through administrative policies.
- Other administrative duties as assigned.

Events and Other:

- Support staff needs for events such as board retreats and Broadwalks. This includes gathering and packing supplies, document or packet preparation, and other duties as needed.
- Professionally represent the organization at public events.
- Support preparation for staff and board meetings including scheduling, preparing documents, planning meals, and other activities as required.

Desired Qualifications/Skills:

- At least 3 years' experience in the support of nonprofit operations, office management, or administration. Experience working for nonprofit conservation organizations is preferred but will train the right person.
- Strong time management, organizational, and decision-making skills.
- Commitment to Broads' [Diversity, Equity, and Inclusivity Values](#).
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint), Google Tools (Docs/Drive/Calendar), QuickBooks, Neon (or related CRM software), and email/internet/social media applications.
- Organized and self-motivated.
- Excellent relationship-building, networking, and collaboration skills.
- Detail-oriented, organized, efficient, energetic, and able to juggle multiple projects.
- Ability to work independently as well as with supervision.

Compensation and Benefits:

\$15-\$22 an hour

Benefits include:

- Paid holidays
- PTO based on hours worked
- 2 paid days to volunteer or advance your DEIJ knowledge
- Cell phone reimbursement