



## **SIERRA BUTTES TRAIL STEWARDSHIP**

550 Crescent Street, Quincy, CA 95971

[www.sierratrails.org](http://www.sierratrails.org)

# **Administrative Assistant**

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Employment Type: Year Round/ Part Time (10 hrs/week)

Pay Rate: \$18.00 - \$22.00/hr

Reports to: General Manager

Department: Development

## **Overview**

The administrative assistant will perform basic administrative tasks to support the General Manager and day to day needs of the Stewardship.

## **Responsibilities**

### *Administrative Support*

- Pick up all mail regularly from the 550 Crescent Street location
- Understand parcels that contain confidential or time sensitive information, then distribute mail to appropriate parties
- Scan general mail, and upload/email scanned documents to the GM
- Remit hard copies to the GM inbox located at the Trilogy Office
- Organize office supplies and perform replenishment purchasing as needed
- Help maintain retail map and marketing publication distribution in the region
- Occasionally run errands on behalf of SBTS

### *Accounting and Data Entry*

- Yuba Expeditions Deposits - Pick up register closing cash weekly to deposit at Plumas Bank and remit bank deposit documentation to the GM
- Compile all charitable donations received in the mail, scan and deposit at Plumas Bank
- Report all grant disbursements received in the mail to GM and deposit at Plumas Bank
- Expensify Reporting
- Assist staff with monthly expenses reporting if needed through Expensify
- Network For Good Data entry and assist with donor profile management

The job responsibilities listed above are not an exhaustive list and Sierra Buttes Trail Stewardship may ask for additional tasks to be performed as part of routine employment.

## **Essential Requirements for Employment**

### *Physical Requirements*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals to perform the essential functions.

Daily Physical Demands include:

- Ability to stand for extended periods of time
- Use of hands to finger, handle or feel objects
- Reach with hands and arms
- Walk, climb, or balance and stoop
- Ability to lift and move objects
- Ability to lift up to 50 pounds
- Ability to converse and exchange accurate information while working in the field
- Vision ability requirements include the ability to inspect, identify, observe, and assess situational work environments both close up and at a distance.

### *Work Environment*

- Fast paced, physically demanding work environment
- Occasional job related travel for training, meetings and/or events
- Ability to work in an environment with unpredictable weather
- Must provide their own transportation to project work sites

### *Certifications and Endorsements*

- Valid Driver's License Required

### *Minimum Qualifications*

- Minimum 1 years of administrative management experience
- Well versed in using MS Office, Google Drive, Word, Exel, Powerpoint
- Individuals need to be willing and able to work with peers across various offices and accomplish tasks associated with a variety of projects in any given week.

*We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*