



## POSITION AVAILABLE

### *Office Specialist*

The Southeast Michigan Land Conservancy (SMLC) seeks a motivated and experienced Office Specialist to support the day-to-day administrative duties for a growing dynamic nonprofit with a focus on improving and advancing SMLC's operational systems and functions.

The Office Specialist runs a well-functioning SMLC office and understands the importance of friendly customer service. They assist with SMLC's membership and community engagement efforts and facilitate excellent financial and donation processes and records. The Office Specialist reports to the Executive Director (ED) and is co-staff liaison to SMLC's Event Planning Committee.

#### **THIS JOB MIGHT BE FOR YOU IF:**

- ✓ You enjoy working in a busy office, supporting the administrative work of an organization, and getting the job done.
- ✓ You desire to make a difference through nonprofit service and like helping people.
- ✓ You are enthusiastic about well-functioning systems and processes that support good work.
- ✓ You pay attention to details. You stay focused and can prioritize the urgent and important work.
- ✓ You use a creative approach to brainstorming and problem-solving.
- ✓ You are a valued team player who finds satisfaction in resolving operational and administrative issues, often before they arise.
- ✓ You are professional in all your dealings and actions.

#### **WE OFFER:**

- ✓ A scenic and historic Conservancy Farm office, located within the Superior Greenway, our most significant conservation project.
- ✓ 17 nature preserves and 15 conservation easements with forests, lakes, wetlands, prairies, agricultural lands and more.
- ✓ An awesome and dedicated team of staff and volunteers.



#### **ON THE JOB YOU WILL:**

1. Provide general administrative support for the SMLC staff and office.
2. Ensure daily office needs run smoothly including supplies, equipment and software, and utilities.
3. Welcome SMLC constituents via phone call, office visit, and email contacts, and through community engagement at events and other public activities including social media.
4. Be the SMLC Database Administrator (Salesforce) overseeing other users, keeping up with needed training and knowledge, and advancing the database functionality as needed.
5. Process incoming donations, invoices and receipts, and employee payroll.
6. Be the Office Mailing Specialist ensuring all mailing regulations are met and mailings are timely.

7. Perform important and necessary Recordkeeping including maintaining SMLC's property files.
8. Help create/update needed procedures and processes for operational effectiveness.
9. Help ensure nonprofit legal compliance and appropriate insurance coverage.
10. Assist with SMLC's Red Barn Bash (bi-annual fundraising event) and annual key outreach events.
11. Assist the ED with annual budgeting and reporting needs; and monitoring income and expenditures.
12. Assist in supporting the ED regarding Board of Directors meetings, files, and communication.
13. IF qualified, be the SMLC Bookkeeper (Quickbooks) and ensure all financial processes and necessary tasks are implemented in a timely, complete and accurate manner.
14. IF qualified / interested, be the SMLC Development Assistant – helping with internal donor-related communications and SMLC donor activities.

#### **ADDITIONAL JOB REQUIREMENTS:**

- ✓ Good communication skills including ability to discern what gets shared with whom.
- ✓ Excellent organizational ability including prioritizing work down to the month, week and day.
- ✓ High level of productivity working alone and as part of a small office team.
- ✓ Ability and desire to follow direction, including organizational plans, procedures and processes.
- ✓ Motivated to connect donors, volunteers, partner organizations and the general public with SMLC.
- ✓ Willing to work flexible hours as needed (periodic float days; occasional evenings and weekends).
- ✓ At times, must be able to traverse varied terrain on foot, and in inclement weather; must be able to lift office items and carry up and down stairs.
- ✓ A valid driver's license and a licensed, insured vehicle.

#### **QUALIFICATIONS:**

- ✓ Associates Degree in Business or related field, or a minimum of two years administrative experience, including financial support.
- ✓ Strong proficiency using Microsoft Office.
- ✓ Experience using a CRM database and creating reports.
- ✓ Recordkeeping experience or a high aptitude for organized systems and files.
- ✓ Knowledge of basic office equipment including printers, copiers, phones and computers.
- ✓ Customer service or related experience working with the public.
- ✓ Knowledge of In-Design or similar design program helpful.
- ✓ Bookkeeper: professional experience using Quickbooks or other accounting software system.

#### **Compensation and Application Procedure:**

Part-time position (non-exempt) with health stipend, retirement benefits, sick and vacation leave. Pay rate is \$15-\$16/hour and is dependent upon experience. This is a mid-level support position. Send cover letter, resume, and three (3) references to: Jill A. Lewis, Executive Director, Southeast Michigan Land Conservancy, [jlewis@smlcland.org](mailto:jlewis@smlcland.org). Position will be open until filled, however all applications received by **December 3, 2018** will be reviewed. No unsolicited phone calls please. *SMLC is an equal opportunity employer.*

**Southeast Michigan Land Conservancy**  
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To learn more, please visit [www.smlcland.org](http://www.smlcland.org)