



Job Title: Administrative Associate
Salary: \$40,000
Location: Downtown Durham 2 days week and Remote
Reports to: Director of Finance and Administration
Application Deadline: December 18, 2023

About TLC

TLC is an accredited and well-respected land trust, having protected 24,000 acres in the rapidly growing Triangle region of North Carolina. Since 1983, TLC has conserved land to safeguard drinking water, support family farms and the local food economy, protect important natural habitat, and connect people with nature. TLC is currently headquartered in vibrant downtown Durham, although most staff are working remotely. This is an exciting time to work at TLC as we are seeing a dramatic increase in the use of our public nature preserves and growth in community support for our mission. TLC is doubling the pace of conservation in the Triangle and will conserve 25,000 acres by 2025 as outlined in our [Strategic Action Plan](#).

TLC seeks to attract candidates who support our [mission and values](#) as well as respect and promote excellence through diversity. To this end, TLC recruits, hires, trains, and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. To learn more about TLC, please visit our website www.triangleland.org.

We encourage applications from people who have a passion for the work outlined below, even if their professional experience does not align perfectly with the expectations listed. TLC has a generous support system that includes a mix of paid professional development opportunities as well as training and support from fellow staff members.

Position Summary

An integral part of the organization by providing administrative support to the Director of Finance & Administration, Executive Director (ED), leadership team and organization as a whole. The ideal candidate is self-motivated, mature, friendly, and capable of managing their workload and prioritizing tasks in a fast-paced nonprofit environment.

Finance and Administration:

- Receive, sort, distribute, and process incoming mail twice weekly onsite.
- Provide facilities support to satellite office(s).
- Manage facilities including coordinate building repairs, manage copiers including maintenance lease and stocking/ordering toner; liaison with cleaning crew, security system, etc.
- Answer phones, route calls and messages as required.

- Provide back-up and support for general liability insurance claims and account maintenance.
- Other support as needed.

General Administrative Support:

- Assist with setting up board, staff, and board committee meetings, including finding locations, scheduling, reminders, tracking RSVP's, follow up.
- Recruit, manage, and support office volunteers.
- Assist with creation of PowerPoint presentations.
- Manage office supply inventory.
- Create, maintain, and update filing systems.
- Complete timecard and expense reports for all Directors.
- Maintain board and committee folders, contact lists and bios.
- Purchase meeting or committee supplies as needed.
- Assist with office move (planning and execution) in 2024.
- Special projects and other duties as assigned.

Direct support for Executive Director:

- Provide support for Board of Directors including tracking RSVPs; compiling material, providing support for in-person meetings, and taking minutes. Manage electronic votes when necessary.
- Manage, with Operations Assistant, Board's annual survey.
- Other support as needed.

Direct support for Advancement:

- Assist with in-house printing and mailing of fundraising appeals and gift acknowledgements.
- Provide support for special events for donors such as River Society Reception.
- Submit Business reply refund request to USPO.
- Assist with data entry tasks like adding notes and actions to donor records in NXT.
- Other support as needed.

Essential Experience, Competencies and Attributes

- 4 years' work experience or equivalent education.
- High degree of focus and attention to detail.
- High proficiency in Word, Excel, PowerPoint, and Outlook required. Google Docs, SharePoint or CRM program(s). Proficiency with bills/expense cloud software.
- Superb calendar management skills.
- Great verbal and written communication skills.
- Possess a valid driver's license and able to travel.
- Strong organizational and analytical skills. You help a busy staff stay organized, efficient and responsive.
- Flexible: You manage changing priorities with ease and get the job done. You take projects from start to finish and anticipate changes in schedules.
- Great sense of humor: You take your work seriously, but not yourself and you have a natural tendency toward sharing joy, inspiration, excitement, and passion.
- Problem Solver: You see problems and find and suggest solutions.
- You can easily shift back and forth from working autonomously to working collaboratively, and desire to undertake new and varied projects and responsibilities.

- Professional: You are mature, supportive, and dependable; you demonstrate poise, diplomacy, and tact when appropriate.
- Process-oriented: You are efficient with setting up and maintaining systems to create high quality work in collaboration with others.
- Team player: You actively support a culture where people encourage each other and work together to succeed and/or celebrate the successes of others. You ask for help when you need it and also pitch in to support others.
- Inclusive: You have a strong understanding of and commitment to diversity, equity, and inclusion and an interest in applying those principles to TLC and our work.
- Curious: you are eager to learn about developments in conservation and how they can improve TLC's work. You keep up with advancement in office gadgets and applications.

Benefits

This is a full-time permanent and exempt position. In addition to salary,

Beyond standard benefits, employees receive funding to participate in diversity, equity, and inclusion training and opportunities for individual professional development on an ongoing basis.

How to apply

Applications should be submitted via email as a single pdf to hr@triangleland.org with the subject line "Administrative Associate Application" and should include: 1) letter of interest/cover letter, 2) maximum two-page resume, and 3) three professional references. References will not be contacted without notifying you first.

All applicants will receive a confirmation email. If you are selected to move forward, HR will contact you. We do not accept online application submissions from Indeed, LinkedIn, or Simply Hired. Please no contact from recruiters. And please no emails, phone calls, or drop-ins for application status updates. No paper submissions.

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