

Job Description: Administrative Assistant

Status: Year-round, part-time – 18 hours/wk (2-3 days a week)

Supervisor: Executive Director

Location: Sturgeon Bay office

Skills and Experiences Required:

Experience, interest and skill in data entry and in electronic and paper records management are required. Experience with membership/customer relationship management databases (Door County Land Trust uses GiftWorks) and experience with Microsoft Access databases is a plus. Candidates must be proficient with Microsoft Office suite; while experience with legal, real estate or financial records management is a plus. Attention to detail is necessary for this position as is an enthusiasm for the work of the Door County Land Trust.

General Responsibilities and Duties:

The Administrative Assistant will provide administrative/clerical support for DCLT with specific emphasis on supporting DCLT's records management including both land Program-related and charitable giving-related records. General duties include:

- Assisting Office Manager with data entry and in retaining charitable giving information in DCLT's GiftWorks donor database software
- Assisting Office Manager and Director of Charitable Giving with managing electronic and paper records for DCLT's charitable giving and administration program areas
- Assisting the Land Program Project Manager with data entry in DCLT's land records database (Access based)
- Assisting the Land Program Project Manager with managing electronic and paper records for DCLT's land program area
- Assisting with front office visitation, phone calls and board meeting preparations

Time Allocation:

Data entry and records management:	70%
General administration duties:	30%

Compensation:

Hourly wage for this part-time position is \$12.50 with paid time off and flexible scheduling

How to Apply:

Email letter of interest, resume, and references by July 15th to: dburke@doorcountylandtrust.org

A bit about Door County...

Door County is a special place, both because of its natural environment and its people. Door County's unique geological past and its position between two distinct bodies of water—Green Bay and Lake Michigan—have resulted in its incomparable beauty and diverse wildlife habitat. Craggy Niagara Escarpment bluffs rise high above protected bays and quaint villages on the west side of the peninsula and wetland complexes and sand dunes sculpt the Lake Michigan shoreline on the east. And over twenty islands of all shapes and sizes can be found offshore. The land between the county's over 250 miles of shoreline is home to hardwood forests, working orchards, farms and stone fence-lined

meadows. Door County enjoys the distinction of being Wisconsin's most ecologically-diverse county with more rare, threatened and endangered plants and animals than any other county in the state.

Door County is home to a unique and supportive community—a mix of people whose families have lived here for generations, new residents, second home owners and visitors from all over the country and world who come once and are drawn back year after year, often bringing children and then grandchildren with them. Door County offers fabulous places to explore, hike, kayak, ski and bike and the tourist economy supports a vibrant arts and theater culture. It also, increasingly, supports a strong local foods, brew pub, coffeehouse and restaurant culture. Door County has a year-round population of 26,000; the population of its largest city, Sturgeon Bay, is just under 10,000 but the county annually hosts over a million visitors. Door County is located approximately 50 miles northeast of Green Bay and 150 miles north of Milwaukee.

A bit about the Door County Land Trust...

The Door County Land Trust is a local, non-profit organization that was established in 1986 to preserve and restore Door County's open spaces, scenic beauty and ecological integrity. To date, it has protected nearly 7,000 acres and created dozens of nature preserves that are open to the public.

The Door County Land Trust enjoys strong support from the community. It is governed by a local Board of Directors with strong community ties and has become *the* organization the community turns to to protect the places it treasures. Land Trust members are very loyal and committed to the Land Trust mission; they support the Land Trust with their time, talent and treasures. The Land Trust has a strong volunteer program and offers a variety of educational and community outreach programs designed to connect the community to its preserved lands.

Financial support of the Land Trust is strong as well. The Land Trust receives annual support from roughly 2,500 members and has a high membership renewal rate. The Land Trust had its strongest fundraising year ever in 2013 and annual support has increased nearly 200% in the past five years. Approximately 85% of the annual operational budget (\$984,000) is provided through membership support. The Land Trust has a growing Major Gifts program, Stewardship Endowment Fund and Planned Giving program.

The Door County Land Trust is well-respected within the Land Trust and conservation community and is among the top competitors for state and federal land acquisition and restoration grants. It enjoys strong relationships with other local conservation organizations and has strong connections to Gathering Waters, a state-wide land trust support organization and the Land Trust Alliance, a national umbrella group for local land trusts.

Finally, the Land Trust is blessed with a professional, dedicated and well-regarded staff of 8 that has over 70 years of combined experience with the Door County Land Trust. The Land Trust's work culture is supportive, collaborative and empowering and the Board of Directors and staff enjoy a healthy working relationship focused on furthering the Land Trust mission.