

Administrative and Program Assistant Brunswick-Topsham Land Trust

Position: Permanent Employee

Hours: 20-30 hours/week

Compensation: TBD based on experience

The Brunswick-Topsham Land Trust is seeking a part time (20-30 hour) staff person to assist with organizational and office administration, as well as support program, event, and communication needs. Key responsibilities will include general office administration, support of organizational and bookkeeping needs (30%), event and program administrative tasks, and development of and outreach for new Community Outdoor Center.

Role of the Administrative and Program Assistant

Daily tasks might include filing, printing letters, responding to inquiry emails, completing mailings, answering the phone, managing office supplies, facilitating IT solutions, updating the BTLT website and social media, drafting e-newsletters, posting event fliers, and booking spaces for meetings and events. Other regular tasks would include assisting with bookkeeping, attending BTLT events, supporting administration of human resources, and coordinating volunteers.

In addition, this position has the unique opportunity to play an active role in facilitating the creation of a Community Outdoor Center on Brunswick Landing. This exciting new project seeks to engage community organizations, businesses, food system groups, and/or others in a large building situated adjacent to trails and the Brunswick Recreation Department. The vision is to create a space for community engagement, nature-based education, and facilitation of recreational opportunities at Brunswick Landing and in the wider community. The Administrative and Program Assistant would be actively seeking additional groups to participate in the Center, coordinating the multi-user spaces in the Center (including seeking users for the event and meeting spaces), and have the opportunity to help catalyze project(s) in the space. It is important to note that this portion of the position (estimated to be approximately 8-10h/week) is grant funded, and depending on funding, may be eliminated from the position/total hours at the end of the grant term (approximately March 2021).

The Administrative and Program Assistant would answer directly to the Executive and Associate Directors, but would likely work with all other staff to support administrative needs as necessary.

Qualifications and Experience:

We seek a positive, self-motivated professional willing to both problem solve and complete tasks as directed. The right person for this position would:

- Have at least three (3) years of experience in organizational administration;
- Possess strong computer skills, including MS Office, Google Suite, Mailchimp and Wordpress (or other web and email management software);
- Be comfortable troubleshooting basic IT and technical issues;
- Be willing to work occasional nights and weekends;
- Be able to prioritize and manage a dynamic workload;

- Be able to work independently and as part of a team;
- Have strong written and verbal communication skills;
- Have the ability to comfortably work with diverse community members and staff;
- Be flexible, friendly, positive, outgoing, organized, and self-motivated.

In addition, the ideal candidate would have experience working with donor software, a passion for conservation and recreation, and familiarity with the Brunswick and Topsham region and community.

Compensation:

This part time position includes competitive salary, retirement, paid vacation and sick time, and a flexible work schedule.

How to Apply:

To apply, please submit a cover letter, resume, and contact information for three references to apply@btl.org. Please use "Application – Administrator" as the subject line of your email. Applications will be reviewed on a rolling basis as they are received, with a deadline of January 31, 2020.

About Brunswick-Topsham Land Trust:

BTLT is an independent 501(c)3 nonprofit with a mission to

We were founded in 1985 and have grown over the past 35 years into a robust organization that holds over 2,500 acres in conservation, provides diverse programming, and works closely with an array of community partners to enhance the environmental vibrancy and health of our region. Just some of our programs include a community garden, farmers market, educational programs with local schools, a labyrinth in the woods, and over 17 miles of trails. We have approximately 1,000 members including a vibrant business membership. We have a seven part to full time staff, a board of directors of nearly 20, and dozens of active committee members. Learn more about our mission and programs at www.btl.org.

Brunswick-Topsham Land Trust is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected factors.