

# Staff Position Description

**Title:** Administrative Assistant II

**Starting Salary Range:** \$17.10/hr-\$20.67/hr DOE

**Location:** Raleigh, NC

**Status:** Full-Time, Non-Exempt, Part-time Remote Eligible

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

**Reports to:** Corps Director

**Important Requirement:** Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

## Position Summary:

The Administrative Assistant II position will oversee the execution of administrative responsibilities needed to deliver compliant, quality business functions. These responsibilities may include those within finance, human resources, communications, grant management and office management and daily tasks may be a broad range of clerical and administrative work. Responsibilities are delivered by this role and expected to make basic, daily decisions in relation to the set policies and procedures of each function, while more complex decision-making is assisted by this position and determined by management.

## Outcomes & Functions of Position:

### Business Support

- Generates appropriate data reports and data necessary for business deadlines through data input in multiple systems, which may include payroll, grant reports, accounts receivable, accounts payable, human resources, etc.
- Answers basic questions of staff, members or external stakeholders in relation to required recordkeeping through high-quality customer service.
- Finds innovative solutions to existing and new barriers of administrative processes and systems to ensure compliance of their Corps/office.
- Assists with completion of processes and answers questions of candidates, participants, staff and partners that lead toward completion of necessary expectations.
- Continues education of internal and external policies and rulings impacting internal processes.
- Provides office management and leadership to one or more locations and the affiliated administrative functions.

### Administration

- Maintains appropriate documentation/files to fulfill compliance from funders, state, federal and internal policies within systems as determined by procedures and protocols.
- Develops necessary documentation and process to fulfill compliance of organizational expectations that is unique to the local office/Corps needs.
- Keeps supervisors and other staff updated on status of administrative processes or status' regarding compliance.
- Assists others staff members with administrative needs.
- Reviews and audits data input and output of oneself and other staff.
- Assists with participant and staff enrollment requirements through data input of Human Resource systems.
- Prepares special reports, projects and/or presentations, as needed.

### **Organizational Advocacy**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other “Hats” You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

### **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

### **Qualifications:**

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- High School Diploma or GED or 2 years administrative experience.

**Other Competencies Desired for this Position's Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

**To Apply:**

1. Send Cover letter and resume to Michelle Marsich at [michelle@conservationlegacy.org](mailto:michelle@conservationlegacy.org)

2. Cover Letter Must Include:

Subject line includes "Applicant\_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.*