Catoctin Land Trust Part-time Administrative Assistant

Job Description

Catoctin Land Trust (CLT) is a small, but growing nonprofit, based in Frederick and Washington counties, Md., dedicated to preserving the woods and waters of the Appalachian Trail landscape. CLT works directly with landowners on conservation easements to preserve lands from development and engages with other nonprofits to improve water quality, plant trees in both rural and urban areas, and support regenerative farming practices.

CLT is seeking a Part-time Administrative Assistant who can provide organizational, clerical and day-to-day operational support to the organization. Responsibilities will include:

- Assisting with the fulfillment of various grant reporting requirements, including but not limited to:
    - Acting as primary contact for State of MD grant contracts, responding to and/or forwarding requests as needed
    - Collecting invoices, receipts, and proof of payment to match bank statements and submitting to granting agencies
    - Processing and tracking payments
    - Gathering and compiling statistical, analytical and anecdotal data from partners for grant reports
    - Uploading necessary documents to grant portals
    - Managing documentation
- Creating and maintaining electronic and physical filing systems
- Managing accounts and performing basic bookkeeping
- Data entry and analysis, including entry of gifts into CRM
- Generating and sending donor acknowledgement letters
- Assisting with newsletter and donor acquisition printing and mailings
- Providing administrative support to management team and staff
- Arranging internal and/or external meetings, including event planning and coordination
- Maintaining calendars
- Additional responsibilities as needed

Qualifications/Requirements

- Available 20-25 hours/week
- Strong organizational skills with the ability to prioritize tasks efficiently
- Detail-oriented with a high level of accuracy in work
- Self-directed
- Reliable
- Able to meet deadlines
- Able to take on ownership of projects as well as collaborate with others when needed
- Proven experience as an administrative assistant or in a similar role
- Excellent communication skills, both written and verbal
- Proficient with Microsoft Office and Google Drive applications

- Experience working with CRMs or comfort in learning (we use Little Green Light and online training is available)
- Some financial background preferred because of extensive work with invoices and spreadsheets, but not required

Work Environment

- This is a remote position with a few in person meetings required, primarily taking place in Frederick, Maryland.

Compensation + Benefits

- Flexible schedule