



## Seeking a new Assistant Director

Organization: Williamstown Rural Lands

Location: Williamstown, MA

Job Type: Full-time, with benefits

Hours: 32 hours per week in the office, starting end of January 2024

## About Us

Williamstown Rural Lands is a small, community-centered nonprofit land conservation trust dedicated to making a positive impact on people's lives and the planet. Our nature education programs for adults and children excite the public and trail stewardship keeps them safe. To achieve our goals, we rely on a highly functioning staff team, an active board of directors, and the support of our members and volunteers. Our work culture is rooted in joy, hope, respect, and inclusion.

We seek an **Assistant Director** to join our team and maintain organized administrative processes, steward our membership and donations, and oversee facilities operations.

## Position Summary

This is a regular, full-time position for 32 hours per week based at the Williamstown Rural Lands office in Williamstown, MA. Under the supervision of the Executive Director, the Assistant Director is responsible for planning and implementation of duties related to Administration, Membership, and Facilities. They will supervise volunteers as needed. As an integral member of the staff team, this person will liaise closely with all members of the team, our membership, volunteers, the public, and an external bookkeeper. They will provide and receive input, feedback, opinions, and information to keep things moving smoothly and inspire innovations.

## Key Responsibilities

### *Administration*

- Office management and Reception. Handle phone, post and email communications; assemble bills, receipts, and incoming checks and notices for the bookkeeper; greeting and orienting visitors.
- Purchasing and Vendors. Manage the process of purchasing and communication with vendors.
- Information management. Maintain accurate and organized data on subscriptions and contracts, and records related to board proceedings, finance, personnel, and policies.
- Human Resources. Reporting payroll, administration of hiring and benefits.
- Rentals and Event Coordination. Oversee planning and coordination of facilities rentals, events, meetings and workshops, including logistics, materials, and attendee communications.
- Volunteer Coordination: Coordinate with volunteers to assist with office tasks and special projects as needed.

### *Membership Coordination*

- Contribute to the review and evolution of strategies for recruiting new members to support the organization's growth and mission.
- Membership Database. Carry out membership and donation data entry and reporting in Little Green Light, an online data management system.
- Member Communications. Communicate regularly with members and donors by telephone, email, and mailing.

### *Facilities*

Ensure that the office environment is safe, secure, and clean. Regularly check up on the operations of our facilities and systems and liaise with service providers as needed.

### *About you*

You will love working with us if you have the following skills and competencies:

- Strong interpersonal skills and the ability to build positive relationships
- Excellent organizational and administrative skills with great attention to detail
- Proficiency in the Microsoft Office software suite, especially Word and Excel
- Experience in database management and record-keeping
- Ability to work collaboratively on a small team
- Familiarity with nonprofit organizations and CRM software are pluses.

Se habla español, aunque es necesario hablar inglés para este puesto.

### *Compensation*

Full-time exempt position at 32 hours per week year-round for an hourly rate of \$20 per hour. This position carries the benefits of health insurance and retirement contribution.

### *How to Apply*

Interested? We invite you to submit your résumé and a cover letter detailing your relevant experience and why you would like to join our team. Please send your application to [rsears@rurallands.org](mailto:rsears@rurallands.org) with the subject line "WRL Admin – [your last name]".

### *Deadline for Applications*

Review of application will commence immediately and continue until the position is filled. Start date is the last week of January 2024.

Williamstown Rural Lands is committed to creating a diverse environment and is proud to be an equal-opportunity employer. We encourage candidates of all backgrounds to apply, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.