

JOB OPPORTUNITY  
**Administrative Assistant**  
August 29, 2023

**BACKGROUND**

Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks an Administrative Assistant to join the team. RCDs across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that we provide non-regulatory, confidential, and free assistance.

**POSITION**

This position will report to the Administrative Officer and will assist in a broad range of tasks that support the backbone of the organization, primarily focusing on fiscal administration, office administration, and supporting meetings of the board of directors. The Administrative Assistant will be trained in how to use Quickbooks and how to complete many of the required tasks, e.g. invoicing and uploading documents to the web page. The position is full-time, ranging from 32 to 40 hours per week. The number of hours is negotiable, depending on what is the right fit for the perfect candidate.

**PRIMARY DUTIES AND RESPONSIBILITIES**

The Administrative Assistant will provide support in the following areas:

- Fiscal administration (estimated 55% of the time)
  - Enter expense data in Quickbooks software and file information as appropriate.
  - Prepare payments: enter data and run report in Quickbooks, print checks, secure Executive Director signature, and mail checks.
  - Help with upcoming transition to online payment system rather than checks.
  - Play lead role in preparation of complex quarterly invoices to funders.
  - Enter credit card receipts in Quickbooks and reconcile monthly credit card statements.
  - Assist in the preparation of monthly, quarterly, year-end, and other financial reports.
- General administration and office management (estimated 40% of the time)
  - Maintain the organization's shared calendar and assist with managing the Executive Director's calendar.
  - Schedule and coordinate meetings, including weekly staff meetings.
  - File and organize hard copy and electronic documents.
  - Track, order, maintain, and/or manage office supplies.
  - Assist with communication efforts as needed, including web page and social media.
  - Digitize archival records.
  - Assist with special projects, e.g. updating policies and procedures, ordering equipment or furniture, preparing for meetings, organizing supplies, etc.
- Public meetings (estimated 5% of the time)
  - Prepare and distribute Board meeting materials, attend meetings, prepare draft meeting minutes, and post documents on website.
- Other duties as assigned

## **APPLICANT QUALIFICATIONS**

You have a can-do attitude and an eye for detail. You enjoy a diverse workload and the entrepreneurial spirit of a non-profit organization. You relish taking initiative to support your colleagues and continuously improve the organization. You are a motivated, highly organized self-starter with the ability to prioritize. You thrive in a fast-paced environment. You love the idea of being the backbone of an organization to ensure smooth administrative and office operations that will help deliver critically valuable programs. You love learning and tackling challenges. You have strong communication and interpersonal skills. You are proficient in using a computer, able to use Microsoft Office (Excel, Word, and Outlook). You are comfortable asking for help when you need it. You can work independently as well as with others. Experience with Quickbooks is desirable but not required. We will train you in our systems and procedures.

## **COMPENSATION AND BENEFITS**

Financial compensation will be \$68,000 - \$72,000 per year, commensurate with applicable experience. Benefits include a fixed monthly amount for combined health, dental, and vision insurance; paid time off starting at 18 days annually (including sick time); a 401K retirement plan; 12 paid holidays; ability to work remotely as appropriate; and a fun, fast-paced, positive work environment with excellent coworkers.

## **COMMITMENT TO DIVERSITY EQUITY AND INCLUSION**

We recognize the diversity in our community, and we see the strengths and gifts that each member of the community brings to the shared work of deep sustainability. We are working towards a future where the land and communities of San Mateo County are healthy and resilient in the face of climate change, the connection between people and the land is strong, and people throughout our community equitably share the benefits of and connection to natural resources. We are growing and learning in this space and are in the process of creating a strategic plan to intentionally work toward that future. To support our staff, the RCD offers paid time to attend affinity groups and professional development opportunities. As an example of how we see some of this work, please review the [Mycelium Map](#), created by the California Landscape Stewardship Network's JEDI (Justice, Equity, Diversity, and Inclusion) Roundtable. The RCD is an equal opportunity employer.

## **APPLICATION INFORMATION**

To apply, email a cover letter, resume, and three or more references to [jobs\[at\]sanmateoRCD.org](mailto:jobs[at]sanmateoRCD.org). Applications submitted any other way, e.g. online platforms, will not be considered. Applications will be accepted through September 22, 2023.

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