



Administrative Assistant

Salt Lake City, UT

Job Type: *Part-time (20-25 hours/wk); non-exempt*

Rate: *\$25/hour*

Location: *This position requires checking mail at a PO Box location in SLC and reviewing and filing mail at the SLC office several times per week, most other work can be completed remotely, pending discussion with Executive Director.*

Organization Overview

Wildlands Network is a growing non-profit organization committed to reconnecting, restoring and rewilding North America so that life in all its diversity can thrive. We have staff in the United States and Mexico working with NGO partners, landowners, communities, elected officials and government agencies to protect, maintain and restore wildlife habitat and movement corridors.

Wildlands Network is committed to recruiting, training and retaining talented, diverse and creative staff who are passionate about fulfilling Wildland Network's mission

Position Summary

We seek a highly organized and detail-oriented Administrative Assistant to join our team in our Salt Lake City headquarters office. Working independently, with minimal daily oversight, toward agreed-upon outcomes and project deliverables, the Administrative Assistant will hold primary responsibility for completing organizational administrative tasks necessary to business operations.

This position provides timely and strategic support to the Executive Director and Finance Director to ensure consistent and effective management of non-profit administrative tasks, including: business registrations, charitable solicitation licensing, account administration, internal policy implementation, document storage (online and paper), mail sorting and processing, basic office management, and other relevant administrative supporting tasks.

As a critical executive team member, this position will review and process sensitive, proprietary, and confidential information. Attention to deadlines and government requirements and a willingness to proactively resolve problems and ask questions are essential. Consistent demonstration of integrity and honesty are expected and required.

An ideal candidate will have prior experience in a similar or related role, working with in-person and remote employees across departments and geographies. Candidates should possess excellent verbal and written communication skills and be generally familiar with Microsoft Office Suite and online filing systems.

Interest in multi-national operations, including in Mexico, and Spanish proficiency or fluency in business settings, are a plus.

Key Responsibilities

- Manage all state business registrations and associated tasks, including corporate licensing and state contract vendor certifications (multi-state);

- Manage all annual charitable solicitation filings and licensing (multi-state);
- Serve as point of contact on all office leasing and property management requests and updates, including lease renewals (multi-state);
- Collect and sort mail, and manage outbound shipping and mailing, from PO box and office mailbox & manage all organizational postage and shipping accounts;
- Manage enterprise hardware and software access and accounts (e.g. Zoom, Adobe, Apple, etc.) and use available online information and tools (e.g. TechSoup) to find and obtain non-profit discounts;
- Collect and manage up-to-date inventory information for corporate assets and hardware;
- Support board and staff onboarding and offboarding tasks, including leading or organizing internal practice and policy trainings;
- Assist with scheduling for events and meetings;
- Manage administrative email and respond appropriately to external requests and updates;
- Coordinate ordering or pickup for office supplies.

Minimum Qualifications

- Proven experience as an administrative assistant or in a related role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.
- Excellent communication and interpersonal skills, both written and verbal.
- Attention to detail and accuracy in all work tasks.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proactive problem-solving skills and the ability to work independently and as part of a team.

Additional Qualifications

- Additional certifications or educational qualifications in office administration or related fields are a plus;
- Spanish proficiency or fluency, particularly in business-related communications, are a plus;
- Experience working with remote teams across different countries and time zones;
- Event planning experience;
- Non-profit administration experience.

Application Instructions

To apply, please send brief statement of interest and resume to k.davis@wildlandsnetwork.org. No calls, please. To be considered, applicants must submit materials through this email account.

Applications will be reviewed on a rolling basis and will be accepted through April 30. Interviews will begin the week of May 6th, with a desired start date near Memorial Day.

Benefits

Paid time off: holiday pay (13 days annually) 40 hours paid vacation, 40 hours paid sick leave (all calculated on annual basis); access to 401k account; support for ongoing professional development.

Work Environment

Assistant will maintain a desk at Wildlands Network's SLC Office (HQ), which includes free parking. Position will require in-office work, but there is flexibility for some remote work. Work hours are very flexible and can accommodate a range of schedules and days, including weekend or evening hours if desired.

Equity, Diversity and Inclusion

Wildlands Network is an equal-opportunity employer.

Wildlands Network is committed to increasing equity, diversity, inclusion and justice in all elements of our work and with our partners to support the interconnected needs of wildlife and people in a rapidly changing world. We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity, age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

If you have a disability and require accommodation or assistance with our application process, please tell us how we can help by calling us at 385-229-4849.

The requirements listed in our job descriptions are guidelines and if you have many of the qualifications listed, we encourage you to apply. We are committed to providing training and professional development opportunities to help the right candidate succeed with us. Applying gives you the opportunity to be considered.