



Position Open: Administrative Assistant
Classification: Temporary (November-April 30th), 20 hours/week
Reports to: Executive Director
Location: Seattle, WA (option to work remotely)
Pay range: \$25.00-\$27.00/hour

Organizational Overview

Washington Farmland Trust is a 501(c)(3) organization dedicated to sustaining a future for farming. Founded in 1999, we protect and steward threatened farmland across the state. We keep land in production by making it accessible to a new generation of farmers. Visit www.wafarmlandtrust.org for information about our programs.

Position Overview

The Administrative Assistant is a new role at WFT intended to be a temporary position that helps sustain organizational operations while we undergo a business planning process over the next 6 months. The Administrative Assistant will work closely with the Executive Director and Leadership Team and assist with a variety of organization-wide needs, working to build and maintain organizational systems that help foster a healthy and interconnected workplace culture. We are seeking a colleague who approaches the workplace and their work with compassion, vulnerability, empathy, curiosity, and humility.

Though the Administrative Assistant's duties are largely internal-facing, some core responsibilities require managing relationships with external stakeholders, including serving as the main point of contact with our co-tenants and building manager at the Bullitt Center and answering the main phone line. As such, applicants should demonstrate an ability to engage with people across a range of lived experiences, and a personal and professional ethos grounded in equity, inclusion, collaboration, and diplomacy.

This is a part time, hourly position with the opportunity to grow the scope of the position based on the needs of WFT and the applicant's interest. This position requires close collaboration with staff across the organization, as well as vendors and contractors. Washington Farmland Trust maintains a physical office space in the Capitol Hill neighborhood of Seattle at the Bullitt Center. However, most staff are working remotely at time of hire. This position will be expected to spend some hours in a COVID-conscious office setting each week.



Essential Duties & Responsibilities:

Administrative Support

- Coordinate and liaise with office building manager and co-tenants.
- Provide customer service to WFT board, staff, volunteers, partners, and supporters by answering the main phone line and routing calls as necessary.
- Collect mail from our downtown USPS PO Box and route to staff as needed
- Coordinate and act as primary point of contact to tech support consultants
- Order supplies, business cards, and materials for staff to support remote work and in-office needs.
- Support transition to new payroll and benefits administration systems and coordinate with existing benefits administration services
- Support Executive Director and Accountant with payment of vendors including banks, benefits systems, and contractors.
- Maintain organized and complete files and records on the Trust's SharePoint server, Salesforce database, and other organizational systems
- Supports WFT's operational needs including office space coordination, logistics, and technological needs and solutions.
- Play a critical support role to the ED and Accountant to maintain integrity in internal controls and financial systems.

Board of Directors Support

- Support with Board of Directors meeting preparation, including packet compilation and delivery, note taking, calendaring, logistical support, and fielding requests and inquiries from board members and finalizing board resolutions.
- Review and finalize WFT Board policies, compiling and establishing systems for Board Members to retrieve relevant materials.
- Support with special meetings, retreats, and gatherings of WFT staff and board
- Support Executive Director and Leadership Team during Board Committee meetings including note taking, managing follow up items, scheduling, and coordination.



Cross Functional Responsibilities

- Support all-staff initiatives including logistics and keeping an annual staff calendar of holidays, birthdays, celebrations, retreat schedules, meetings, and events
- Support Conservation and Stewardship Team with creating calendars, work flows, and schedules for conservation project and grant deadlines.
- Coordinate with Conservation and Stewardship team to file and store project documentation.
- Support Executive Director and Associate Director as needed

Desired Qualifications (NOTE: Some on-the-job training will be available and expected, therefore applicants with limited experience in the following should not hesitate to apply.)

- A deep and demonstrated commitment to building an inclusive and equitable workplace
- Ability to think at systems level: experience or enthusiasm for building and implementing operations, HR, and organizational systems at a nonprofit or small business.
- Highly organized, efficient, and able to juggle multiple projects while maintaining attention to detail.
- Demonstrated ability to communicate and work effectively with a broad and diverse range of stakeholders, including landowners, board members, volunteers, supporters, and donors of Washington Farmland Trust.
- Ability to work cross functionally and independently in a fast-paced, growing organization and navigate change.
- Strong computer proficiency and experience using Salesforce.

Additional Requirements

- Willingness to work varied hours, including occasional evenings and weekends.
- Ability to travel to the Trust's physical office located in the Capitol Hill on a weekly basis

Compensation

This is an hourly position ranging from \$25.00-\$27.00/hour depending on experience.



To Apply

Please email resume and cover letter c/o Melissa Campbell at apply@wafarmlandtrust.org. In your cover letter, please be sure to describe:

1. How your professional and personal goals and experience align with the responsibilities of this position.
2. How you would draw on your lived experience and/or your commitments to diversity, equity, and inclusion to expand the reach of the Trust's mission and impact and organizational systems;

Applications will be accepted until the position is filled. Applications will be reviewed on a rolling basis and we expect to begin interviews after October 29th, 2021. **The anticipated start date for this position will be late November, 2021**, but may be flexible as individual circumstances require. Please direct any inquiries via email to Executive Director Melissa Campbell at mcampbell@wafarmlandtrust.org.

Washington Farmland Trust is an Equal Opportunity Employer and is deeply committed to and investing in organizational transformation for diversity, equity, and inclusion. People of all ages, races, gender identities and sexual orientations are encouraged to apply.