



BILINGUAL ADMINISTRATIVE AND DEVELOPMENT SPECIALIST POSITION DESCRIPTION

JOB TITLE:	Bilingual Administrative and Development Specialist
CLASSIFICATION:	Full-Time, Non-Exempt
HOURS:	40 Hours per week; Occasional Weekend and Evening Hours Required
SALARY:	Salary range begins at \$24 per hour; Competitive Benefits Package
REPORTS TO:	Finance and Administration Director

POSITION SUMMARY

LandPaths seeks an individual with a passion for building a diverse, healthy and whole community connected with the land. The ideal candidate takes initiative, is driven, energetic, creative, detail-oriented, and excels in an active work environment. The *Administrative and Development Specialist* will provide support to the day-to-day operations of LandPaths, with an emphasis on data entry and event support. The *Administrative and Development Specialist* will be an active, engaged member of the "Support Team," participating in successful leadership across programs.

POSITION DUTIES

- Train and become skilled in using NEON CRM - Enter donations and payments received, prepare donation acknowledgments, create and prepare donor and engagement reports, create event registration pages, track registration responses
- Support fundraising and donor activities and events: shop for supplies, assemble gear, manage reservations, create fundraising invitations for email utilizing Canva for simple graphics
- Front desk activities including answering telephone and email inquiries, greeting visitors, opening and distributing mail, ordering office supplies, copy machine support
- Errands including post office, bank, printer, and donation pick-ups
- Become knowledgeable and conversant in all aspects of LandPaths' mission, strategic plan, preserves and community programs
- Provide support to the Executive Team as needed
- Other tasks as assigned

EXPERIENCE AND QUALIFICATIONS

A successful candidate will likely have significant experience supporting office/development administration, including the following qualifications:

- Experience working/volunteering in a non-profit environment
- Experience with event coordination
- Strong people and customer service skills
- Strong verbal and written communication skills
- Strong data entry skills and experience
- Ability to manage multiple tasks simultaneously and adapt to changing priorities; be able to manage time and meet timelines
- Proficiency in CRM databases, Zoom, Microsoft Office (Word, Excel, SharePoint, OneDrive), and familiarity with Canva, Adobe Acrobat, Slack and Google Suite a plus!
- Experience working with volunteers
- Knowledge of office equipment; ability to troubleshoot
- Detail-oriented, well-organized, ability to problem solve
- Strong communication skills: articulate with proven ability to write effectively and speak persuasively
- Bi-lingual English/Spanish; having a significant cross-cultural experience or understanding
- HS diploma or equivalent, some college and/or relevant work experience

ATTRIBUTES

A successful candidate will embrace LandPaths' values and culture, including the following:

- Align with LandPaths' values, inclusive of our commitment to fairness and equity
- Curious; enjoys learning and supporting the work of others
- Works best in a dynamic work environment; Ability to multi-task
- Flexible and patient
- Pro-active problem solver
- Punctual and professional
- Excels in a strong team centered work environment, while able to work independently
- Enjoys contributing to a learning culture and positive work environment

COMPENSATION

Salary range for this position begins at \$24 per hour. LandPaths' compensation includes employer-paid health and dental insurance, retirement savings, and generous leave package

TO APPLY

Send a brief cover letter and resume to hr@landpaths.org with "Admin and Development Specialist" in the subject line. Suggested deadline to apply is **Friday, April 18, 2025**. Position open until filled.