



## Wyoming Outdoor Council

**Job Title:** Administrative Assistant

**Reports to:** Associate Director

**Time of Work:** Part-time, hourly

**Classification:** Non-exempt

**Start Date:** ASAP (negotiable)

**Location:** Lander, WY

**Deadline to Apply:** Applications accepted until position is filled

**Starting salary:** \$15 per hour

### About the Organization

The Wyoming Outdoor Council is Wyoming's oldest independent conservation organization. Founded in 1967, we are a member-based advocacy group. We use scientific, legal, and policy expertise to advocate the protection of public lands, wildlife, and clean air and water. We provide support and resources to empower citizens to do the same. We bring people and groups together to find workable solutions to tough conservation problems.

This part-time position is eligible to participate in a retirement plan after 1000 hours of work in a year. Job title and scope of responsibilities may change depending upon experience. We are committed to diversity, equity, and inclusion in all aspects of our work.

### About Our Team

- We work hard to further the mission of the Wyoming Outdoor Council.
- We value positive energy, an optimistic, can-do attitude, and good humor.
- We value everyone's unique role in the organization and we treat each other with respect.
- When conflict arises, we inquire directly. We respond thoughtfully to others' inquiries.
- We take responsibility for our actions.
- We are flexible. We respond to new challenges and are willing to change course if something isn't working.

### About Your Role

You will be a member of our admin team and help support the overall conservation and fundraising work at the Outdoor Council. You will work closely with the associate director and office manager-bookkeeper.

You will:

- Work as part of the admin team to process and document donations, maintaining donor confidentiality and ensuring deposits are made regularly.
- Print and mail donor thank you letters, in coordination with the associate director.
- Communicate with members regarding their membership status in-person, on the phone, and via email.
- Follow-up with supporters regarding returned mail.

- Monitor database for data integrity issues, e.g. duplicate entries.
- Assist with data entry projects as needed.
- Assist with regularly scheduled publication mailings.
- Assist office manager-bookkeeper with projects as assigned.
- Other duties as assigned.

### **About You**

You love working in a collaborative team, but are self-driven, organized, and able to take ownership and leadership over your projects to make them your own. You take pride in the quality of your work, making sure that detailed instructions are followed consistently.

You enjoy routine work with seasonal ebbs and flows. You have a good sense of humor and are easy to get along with. You value the importance of doing a job well and on-time. You enjoy pitching in to help others when needed. You can handle multiple projects at the same time. You are good at asking for help when you need it.

You like working flexible hours.

You have experience working with databases and value the importance of maintaining consistent data entry processes. You are experienced working on Macs and with the standard suite of office tools and technology. You aren't afraid to learn new systems. You are either comfortable with, or comfortable learning, how to share documents and other files in the Google Suite collaborative work environment. You are comfortable with mail merge in Word.

And, most of all, you are committed to the mission of the Wyoming Outdoor Council.

### **To Apply**

Email a letter of interest explaining how your experience and skills make you the right person to join our team. Include a resume and three references (with contact and relationship information) to Misti Haase at [misti@wyomingoutdoorcouncil.org](mailto:misti@wyomingoutdoorcouncil.org) (please put "Administrative Assistant" in the subject).

**We strongly encourage applicants from underrepresented groups to apply.**