



Job Title: Administrative Assistant

Reports to: Associate Director

Time of Work: Full-time, hourly

Classification: Non-exempt

Start Date: May 31, 2023

Location: Lander, WY

Deadline to Apply: Initial applications reviewed on 5/20/23. Applications accepted until the position is filled.

Starting salary: Competitive and comprehensive benefits, time off, and compensation package, and a salary of \$15 per hour

About the Organization

Founded in 1967, the Wyoming Outdoor Council is the state's oldest independent conservation organization. We use western science and Indigenous traditional ecological knowledge as well as legal and policy expertise to advocate for public land, wildlife, clean air and water. We seek lasting change by striving to meet people where they are, valuing diverse perspectives, building coalitions, and practicing reciprocity. We hold government agencies, lawmakers, and industries accountable for decisions that threaten the land, wildlife, clean air and water we depend on. We are a steadfast and trusted conservation voice at the state legislature. We are a membership organization, and we support and empower people to be effective advocates in their communities.

We offer a flexible, collaborative, and team-based environment with significant opportunities to take on strategic leadership, and competitive compensation offered in tandem with an excellent benefits package. This includes health, vision, dental, and disability coverage (where WOC pays 100% of the employee's premiums); a 403(b) retirement plan with up to a 5% WOC match, paid sick leave (up to 30 days), 15 days of vacation to start plus additional discretionary days off, 11 paid holidays; a health reimbursement account, 12 weeks of paid family leave (available twice, after 18 months of employment); and the opportunity for 8 weeks of sabbatical leave every five years.

The Outdoor Council is an equal opportunity employer. We prioritize fairness in salaries across the organization and the scope of responsibilities may change depending upon experience. WOC is committed to building a diverse staff, board of directors, and an organizational culture of equity & belonging where we live our values.

Our Values

- We are dedicated to protecting Wyoming's environment and quality of life now and for future generations.
- In our conservation work, we lead with humility. We value diverse perspectives. We are solutions oriented.
- In our words and actions, we contribute to a respectful and equitable workplace where everyone feels a genuine sense of belonging.

- We seek creative solutions to tough problems. We are flexible and willing to change course if something isn't working.
- With kindness and honesty, we communicate directly. We respond to feedback with openness and a growth mindset.

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.
- Track and manage WOC vehicle maintenance.
- Maintain merchandise inventory.
- Assist with WOC meeting and event set up, clean up, and merchandise sales. (Some travel using a WOC vehicle may be required.)
- 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 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. You have a valid driver's license.

And, you are committed to the mission of the Wyoming Outdoor Council, and will support and contribute to our equity and belonging work.

To Apply

Email a letter of interest explaining how your experience and skills make you the right person to join our team. We encourage members of underrepresented groups to apply. Include a resume and three references (with contact and relationship information) to Misti Haase at misti@wyomingoutdoorcouncil.org (please put “Administrative Assistant” in the subject).