POSITION DESCRIPTION

Administrative Assistant

The Northern Forest Center (the Center), founded in 1997, is an entrepreneurial nonprofit organization with a mission to create economic opportunity and community vitality from healthy working forests in Maine, New Hampshire, Vermont and New York. We rally people around a vision for the region’s future that is built on three essential ingredients: thriving communities, healthy forests, and resilient local economies. The Center’s programs advance innovative strategies in modern wood heat, wood products manufacturing, community owned forests, tourism development, tax credit financing, regional strategy and more. Please see our website, www.northernforest.org, for more information.

The Center seeks an Administrative Assistant to join the operations team in our Concord, NH office. The primary responsibility is to provide administrative support to the Center’s Operations and Philanthropy teams including general office duties, database maintenance, events planning, mailings and electronic communications, and grant systems management. The ideal candidate will bring self-initiative, excellent attention to detail, multi-tasking abilities, a positive, can-do attitude, and a proven ability to provide administrative support in a fast-paced and dynamic office environment. As an organization that practices continuous improvement, we will look to the Administrative Assistant to help influence our administrative processes with today’s best practices. If you are looking for a dynamic, productive, fun and flexible workplace, please consider joining our team.

Title: Administrative Assistant  
Reports to: Director of Operations  
Supervises: No supervisory responsibilities

Responsibilities

The Administrative Assistant’s contributions to our team will include:

- General administration and office support:
  o Schedule meetings and prepare reports, emails, letters, mailings, other various communications and compile meeting packets & grant application submissions using Adobe Pro and Microsoft Office.
  o Participate in meetings, take accurate notes and conduct follow-up as needed
  o Provide event planning support (e.g. philanthropy events, board meetings) to the Director of Operations and Director of Philanthropy
  o Cross train with the operations team for back-up support.
  o Manage office supply inventories
  o Other administrative duties as assigned
• Database administration and communications
  o Perform data entry, list queries, and data updates using Salesforce CRM
  o Maintain confidential donor gift records and prepare gift acknowledgements.
  o Coordinate the design, printing and mailing of donor communications.

Qualifications

• Excellent attention to organization, detail and accuracy.
• Ability to manage time sensitive projects while multi-tasking daily duties and requests
• Total proficiency with Microsoft Office Suite (Outlook, Word, Excel), Salesforce CRM (or another database platform) and MailChimp (or another mass mailing platform).
• A positive, can-do attitude.
• Strong oral and written communication skills and the ability to work in an open office setting.
• Experience dealing with senior management or executives in an administrative capacity with adaptability to a fluid, fast-paced team environment.
• Two-year college degree or professional certification in related field or equivalent experience/training.
• Ability to travel on rare occasions with other staff to attend in- and out-of-state meetings, which can include overnight stays.

Salary and Benefits

The Administrative Assistant is a salaried full-time position with a salary range of $35,000 - $40,000; starting salary will be commensurate with experience. The Center provides a full benefits package including health insurance and generous vacation time.

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply

Applications will be accepted until the position is filled. Please submit a cover letter and resume detailing your interest and qualifications to resume@northernforest.org with the subject line “Administrative Assistant Application.” No calls, please.

The Northern Forest Center is proud to maintain employment practices based upon individual qualification, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs or disability.