

# WOODLANDS CONSERVANCY

*Protecting Land for Future Generations*

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## Office Coordinator

Belle Chasse, LA (Greater New Orleans Area) | In Office | 20-30 Hours/Week | \$20/hour

### ABOUT WOODLANDS CONSERVANCY

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Woodlands Conservancy is a nonprofit land trust organization dedicated to preserving natural lands and habitats for future generations through the acquisition of fee title land and conservation servitudes. We are seeking a motivated, detail-oriented individual to join our small, mission-driven team and serve as the operational backbone of our organization.

### POSITION SUMMARY

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Working under the direct supervision of the Executive Director, the Office Manager / Administrative Assistant ensures that the day-to-day operations and financial obligations of the organization are administered efficiently and effectively. This is a hands-on, varied role that requires both data entry and a warm, professional presence. The ideal candidate brings QuickBooks skills, comfort with bookkeeping, and the flexibility to support everything from board meeting preparation to donor acknowledgment letters to fundraising events.

### DUTIES AND RESPONSIBILITIES

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#### **Financial & Records Management**

- Maintain QuickBooks up-to-date: record deposits, write checks, enter ACH/debit payments, charge grant/job accounts for expenses per receipts, and credit grant sources for income received.
- Reconcile bank accounts on a monthly basis.
- File quarterly Sales Tax returns with applicable parishes and the state.
- Maintain Donor Management System (DMS); record donations made outside the DMS; write donor acknowledgement letters and emails; prepare membership cards and acknowledgement letters for members.
- Process PayPal, Venmo, and Square payments and/or withdrawals.
- Maintain an accurate inventory of goods for sale.
- Support grant tracking: maintain restricted fund records in QuickBooks and provide timely information to the external accountant for financial statement preparation.

#### **Office Operations**

- Pick up mail from the Post Office twice weekly (mileage reimbursed at the current IRS rate).
- Greet and direct office visitors, answer telephone, respond to requests for information, and forward messages to appropriate staff.
- Ensure the office is kept in an orderly and clean fashion.
- Manage general office duties: typing, filing, correspondence flow, faxing, and purchasing supplies.
- Order and/or purchase office and cleaning supplies as needed.
- Pack and ship purchased items.

- Respond to staff requests for administrative support as needed.

### **Board, Events & Communications Support**

- Assist in preparation of materials for meetings of the Board of Directors.
- Provide monthly meeting support
- Assist with fundraising events (e.g., solicitation calls and letters for silent auction items, tracking ticket sales).
- Make updates to the website regarding news, upcoming events, and price changes.
- Enter items and manage listings in online auction and online fundraising platforms (e.g., Charity Auctions Online, Woodlands 5K Trail Run).
- Perform other duties and responsibilities as requested with a sense of humor and team spirit.

### **QUALIFICATIONS**

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- Minimum of two years of office administrative support experience required.
- Proficiency in Microsoft Word and Excel required; QuickBooks experience
- Excellent oral and written communication skills.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities under pressure.
- Some college coursework is preferred but not required.
- Genuine interest in land conservation and our organizational mission.

### **COMPENSATION & BENEFITS**

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- Hourly rate of \$20, commensurate with experience.
- Paid time off (details provided during interview process).
- Mileage reimbursement at the current IRS rate for required travel (e.g., Post Office runs).
- A meaningful opportunity to contribute to the preservation of land and natural habitats in Southeast Louisiana.

*Woodlands Conservancy is an equal opportunity employer committed to the belief that each individual is entitled to equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, or any other protected characteristic.*

### **HOW TO APPLY**

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Interested candidates should submit a resume to: [apply@woodlandsconservancy.org](mailto:apply@woodlandsconservancy.org)

Please use the subject line: Office Coordinator Application – [Your Name]

Applications will be reviewed on a rolling basis until the position is filled. In your application, please indicate where you saw this posting.