



· CONSERVANCY ·

Sierra Foothill Conservancy is a 501(c)3 regional land trust whose focus is the grasslands, foothills, and forests between Yosemite and Kings Canyon National Parks which provide land for farms and ranches, a home for native plants and wildlife, and a source of clean water. The Sierra Foothill Conservancy (SFC) honors our natural and cultural heritage by protecting these resources and ensuring that present and future generations will continue to experience and enjoy the land in this region.

Description

The Program Assistant works with Sierra Foothill Conservancy's program and administrative staff to help with general office support, management, and projects. There are five program arms of Sierra Foothill Conservancy; Administration, Land Conservation and Stewardship, Development and Membership, and Education and Outreach. This position will provide administrative support for each of these programs.

This is a non-exempt full-time position with occasional evening and weekend work with an expectation to be in the Mariposa office primarily Monday through Friday 8 AM to 5 PM. This position will be based in the Mariposa office, but travel throughout our 4 county service region may be necessary based on need. This position will work directly with the individual Program Managers but will be directly supervised by the Operations Manager.

Salary commensurate with experience.

For Questions call: 209-742-5556 or email Jessica.t@sierrafoothill.org

To Submit Applications:

Send resume, cover letter, 3 professional and 1 personal reference and application to Jessica.t@sierrafoothill.org. Position will be filled as soon as possible. Submit applications by October 21st to be included in first round interviews. We will be accepting interviews until the position is filled.

Preferred Qualifications

- Ability to anticipate needs, be observant, flexible and adaptable with a strong desire to be of support.
- Great communication skills; both oral and written. Effectively communicate with a diverse group of people.
- Highly organized and self-motivated.
- Proficient software skills are required, especially the Microsoft Suite, as well as Internet research abilities and general understanding of databases.
- High degree of accuracy.
- Background and experience with social media, marketing and communication.
- Familiarity with Sierra Foothill Conservancy and land conservation

Primary Duties and Responsibilities

Office Management and Administrative Assistant to the Operations Manager (25%):

This position is the primary administrative aide to our Operations Manager. Duties will vary from day to day but the Program Assistant will be responsible for the following:

- Maintaining office supply stocks.
- Primary receptionist for the Mariposa office.
- Prepare and edit correspondence, communications, presentations and other documents
- Prepare expense and credit card reports
- Update and maintain Billable Hour Tracker and assist with external billing process.
- File and retrieve documents and reference materials
- Assist with large file management projects
- Conduct research, collect and analyze data to prepare reports and documents

Support to SFC Programs (75%) – See breakdown below:

General Administrative (25%):

The Program Assistant will be responsible for answering phones, checking voicemails of both the Mariposa and Prather offices, will provide information to members and the public regarding SFC, make copies, pick up mail, order supplies, keep office organized and clean, and other administrative tasks as assigned. Assist with arranging and co-ordinate meetings and events. Other duties as assigned.

Development & Membership (20%):

Logging donor information and entering data into a database, assisting with mailings and generated donor acknowledgments, assistance with reporting and analysis. Work directly with the Development & Membership Coordinator to promote SFC via Facebook, Twitter and other social media outlets. Assist with both the monthly e-Newsletter and quarterly newsletter, the Foothill Advocate. General assistance with outreach events and the Development & Membership Program as directed.

Education and Outreach (10%):

Help with coordinating SFC's Hike & Classes Program, including answering participant questions, providing information to volunteers, assisting with event advertising, prepare docent packets and other necessary items for individual events, and monitoring hike registration via the online registration system.

Land Conservation and Stewardship (20%):

Back up support for the records and files for all current and past Land Conservation projects as directed. Assist the Land Conservation and Stewardship Programs as needed.

What else you should know

Sierra Foothill Conservancy offers a generous benefits package for our staff including;

9 paid annual holidays and 2 floating personal days

100% paid premiums for employee health insurance

Vision and dental insurance

Basic life insurance

Vacation and sick leave

Retirement program with up to 6% employer match contributions



Sierra Foothill Conservancy

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐
Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____
Are you available to work on weekends? YES ☐ NO ☐ Would you be able to work overtime? YES ☐ NO ☐
If hired, would you have reliable means of transportation to and from work? YES ☐ NO ☐

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Graduate: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Trade/
Technical _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list one personal and three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Address: _____

Previous Employment

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for Immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand and agree that employment is "At-Will", meaning employment may be terminated by either myself or the Company at any time, with or without cause, and with or without notice. I also understand and agree that the Company retains the right to demote, transfer, change my job duties, and my compensation at any time with or without notice and with or without cause in its sole discretion. Employer and Employee further understand and agree that other than the President, no manager, supervisor or other representative of the Company has authority to make any agreement, express or implied, for employment for any specified period of time, or to make any agreement for employment other than at-will. The Company and I also agree that this "At-Will" employment policy cannot be amended, modified or altered in any way by oral statements or in any other way, and can only be altered by written amendment signed by the President of the Company, indicating that it is intended as a modification of Employee's At-Will status.

Signature: _____ Date: _____