



**Title:** Administrative Assistant

**Location:** Salida, Colorado (Los Valles region)

**Reports to:** Administrative Manager

**Salary:** Group 2A (\$15-\$17 per hour depending on experience)

**Status:** Fulltime, Non-Exempt, Regular

**Benefit Eligible:** Full benefits as per Conservation Legacy personnel policies

**Start Date:** February 2019 (negotiable)

### **Southwest Conservation Corps:**

The Southwest Conservation Corps (SCC) is a non-profit, AmeriCorps-affiliated organization, whose mission is to empower individuals to positively impact their lives, their communities and the environment. SCC engages motivated young adults, youth, and military veterans, ages 14 - 30, to complete challenging and impactful conservation and service projects throughout the Los Valles region. While serving with SCC, members receive training on job skills, conflict resolution, leadership, teamwork, and environmental stewardship. The Los Valles office runs field programs throughout three seasons with as many as 12 crews running at a time.

### **Position Summary:**

Responsible for developing and managing effective and efficient administrative systems for Southwest Conservation Corps, a program of Conservation Legacy. This position interfaces significantly with other SCC and Conservation Legacy staff on financial processes; onboarding/exiting of seasonal staff, participant employees, and AmeriCorps participants; AmeriCorps compliance, reporting, and general support of other staff; and other areas of administrative support.

### **Essential Responsibilities and Functions:**

#### **Accounting**

- Manages petty cash which includes obtaining proper approvals and ensuring Conservation Legacy Business Manual procedures are followed. Responsible for monthly reconciliations and communications with Support Staff regarding petty cash reconciliations with the Company books.
- Responsible for the administration and training of Staff and Crew Leaders on VISA reconciliation including collecting monthly reconciliations from card holders and verifying accuracy and completeness. Tracks lost/non-itemized receipts including payroll deductions when needed.

#### **Human Resources**

- Oversees on-boarding processes for SCC program members (including youth), leaders, and seasonal staff.
- In collaboration with Program Coordinators, sets up new employee/member files inclusive of required documentation.
- Processes I-9 and E-Verify for employees and members.
- Assists in the processing/collection of AmeriCorps paperwork insuring compliance with all AmeriCorps rules for the duration of the season.
- Maintains accurate HR and AmeriCorps files and records throughout employees' and members' participation in SCC.
- Assists Program Director in the management of workers compensation claims.



- Performs other related data entry and database management and verification.

### **Payroll**

- Sets up seasonal staff, participant employees, and AmeriCorps participants in time tracking software, monitoring that participants' complete relevant biographical information, time tracking on a regular basis, and all approvals are in place on a biweekly schedule.
- Sets up seasonal staff, participant employees, and AmeriCorps participants in payroll software.
- Creates payroll summaries, obtains proper approvals, and processes payroll documentation in an accurate and timely manner.

### **General Office & Facilities**

- Procures and maintains adequate quantities of office and copier supplies and related materials.
- Receives and sorts mail, phone messages, and keeps office calendar up to date.
- Participates in staff meetings and other collaborative team meetings as needed.
- Assists in facilities management.

### **Programs**

- Assists in project work related paperwork and data entry.

### **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Administrative Assistant is required to sit, stand, walk, speak and hear. The Administrative Assistant may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Administrative Assistant may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

### **Minimum Qualifications:**

- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively, is highly organized, systematic, thrives on thoroughness and has a well-developed sense of humor.
- Outstanding organizational and time management skills, and ability to prioritize.
- Self-motivated, decisive and able to work independently.
- Valid driver's license and an insurable driving record.
- Proficient in computer programs, databases, other technology.
- Mid PC skills using Outlook, Word, Excel.
- Must be able to pass Conservation Legacy's criminal history checks.
- Preferred: previous experience with a Corps or youth serving organization.
- Preferred: Bachelor's Degree

**To Apply:** Send cover letter and resume to [ahendricks@conservationlegacy.org](mailto:ahendricks@conservationlegacy.org)

Position open until filled.