



**Administrative Assistant
JOB DESCRIPTION**

Position: Administrative Assistant

Type: Full-time (40-hour per week), at-will, non-exempt/hourly

Location: On-site position at the YLT office in Woodland, CA, with occasional travel for off-site events

Reports To: Executive Director

About the Yolo Land Trust

The Yolo Land Trust (YLT) is a nonprofit tax exempt organization based in Woodland, California. YLT has a simple and vital mission: to permanently conserve farmland in Yolo County. For over 35 years, YLT has helped landowners conserve their farms and ranches using a voluntary agricultural conservation easement. Land conservation keeps our rural heritage alive, fosters healthy communities, generates good jobs, supports working farms and ranches, preserves wildlife habitats, and maintains the agricultural landscapes of Yolo County.

With a small but highly effective staff, YLT has permanently conserved 78- farms protecting over 13,000 acres. Additionally, YLT owns a 600-acre farm along the Sacramento River that is leased to local growers. YLT is led by its volunteer Board of Directors and a passionate team of staff focused on conserving local farmland.

Position Summary

Yolo Land Trust seeks an energetic, detail-oriented, and versatile administrative assistant to join our team. The administrative assistant will perform various administrative, bookkeeping, and clerical tasks, including supporting land stewardship and fundraising efforts. This person will also serve as the administrative liaison to the Board of Directors and committees.

The position works closely with the organization's Executive Director, Stewardship Director, and Development & Communications Manager to achieve the organization's goals.

The expectation is that this employee will work 40 hours per week. The schedule is typically Monday through Friday, 8:30 am to 5:00 pm.

Duties and Responsibilities

- Perform various administrative and clerical tasks, including answering and directing calls, assisting with outgoing mail, receiving and distributing incoming mail, organizing and scheduling meetings, answering and directing general email inquiries, maintaining office equipment and office equipment agreements and contracts, and maintaining office files.

- Oversee meeting preparation, including the annual board retreat, which entails scheduling, booking space, preparing agendas, handouts, and meeting packets, and managing catering.
- Take detailed and accurate minutes of the Board of Directors and committee meetings and distribute them accordingly.
- Update and maintain the organization's policies and procedures at the direction of the Executive Director. Ensure all policies are current and comply with Land Trust Alliance's (LTA) Standards and Practices.
- Maintain accounts payable/receivable, prepare invoices, deposit funds received, reconcile credit card payments, and enter data into QuickBooks. Work with YLT accountant to reconcile bank statements and investment funds monthly. Additional data entry into QuickBooks, as needed.
- Prepare, collect bi-monthly timesheets, and enter time data into QuickBooks.
- Perform procurement tasks (from office supplies, to furniture, equipment and technology) for the office.
- May assist Land Stewardship Director and Development & Outreach Manager with specific tasks.
- Assist with events and fundraising activities, including annual outdoor fundraising event A Day in the Country held in September/October and night and weekend work as needed.
- Maintain calendars and track progress for grant funds, due dates and reports.
- Manage and complete the LTA Accreditation process at the direction of the Executive Director, Land Stewardship Director and Development and Communications Manager.
- Oversee the long-term, secure retention of organizational documents in accordance with LTA Standards and Practices.
- Maintain confidentiality of employees, donors, prospects, landowners, vendors, suppliers and other corporate records.
- Support the team spirit and encourage a welcoming and supportive environment for staff and volunteers.
- Have a willing and positive attitude to assist with other duties as assigned.

Preferred Qualifications

- Interest in and commitment to YLT's mission to conserve farmland in Yolo County. A general understanding of Yolo County agricultural community and/or current County land use priorities is a plus.
 - Minimum of two years' experience as an administrative/office assistant, especially in a non-profit or land conservation organization.
 - Demonstrated communication, interpersonal, and administrative skills, along with the ability to work as a team member in a small office setting.
 - Excellent organizational skills with attention to detail and the ability to prioritize and stay on deadline while managing multiple projects.
 - Excellent written and verbal communication skills, including ability to communicate with a wide audience of stake holders including directors, donors, landowners, and volunteers.
 - Knowledge of office management systems and procedures.
 - Working knowledge of office equipment, including computers, printers, scanners, and copiers.
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- Strong working knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams).
- Strong working knowledge of QuickBooks is preferred.
- Possess a valid state driver's license and reliable vehicle with current insurance and registration for transportation.
- Understanding of the *Land Trust Standards and Practices* with the Land Trust Alliance (LTA) is a plus.

Physical/Environmental Conditions

This is generally a standard office position, though work at occasional off-site and outdoor events is required. This position requires the use of typical office equipment, including but not necessarily limited to a computer, printer, scanner, and copier, and to access, enter, and retrieve data from a computer and/or written materials. This position requires the ability to tolerate an environment with moderate noise levels and controlled temperature conditions inside, ability to tolerate occasional outside work with various temperature and weather conditions, to perceive printed and electronic materials, to communicate with others in writing, in person, and over the telephone, including communications with other staff, board members, donors, government officials, business leaders, and the general public. This is both a sedentary office position involving moving between work areas, as well as an occasionally physical position when setting up for and assisting with events. The position may require you to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information, and to lift, carry, push, and pull materials and objects up to 25 pounds. This position requires some regional travel. This position requires some evening and weekend hours.

Compensation and Benefits

- The hourly wage for this position will be between \$25.00 and \$28.00 per hour, depending on experience and qualifications.
- Health and dental insurance - a portion of the premiums for the employee and dependent(s) are paid by YLT
- Simple IRA retirement plan, including an annual employer contribution
- Paid vacation and sick leave
- 13 paid holidays per year
- Professional development opportunities
- Mileage reimbursement at the then-current IRS rate when using your personal vehicle for business purposes

To Apply

To apply, please submit your resume and cover letter and a list of professional references to careers@theyololandtrust.org. Applications will be reviewed on a rolling basis and the position will be open until it is filled with priority given to applications received by **April 11, 2025**. Incomplete applications will not be considered. YLT is an equal-opportunity employer. Phone calls, in-person visits or resume status inquiries are not available due to high applicant volume.