



The Sierra Institute for Community and Environment seeks an enthusiastic full-time Office Administrator to support office operations. The position is primarily responsible for supporting staff by ensuring smooth day-to-day functioning of the office, including answering phones, managing file organization, etc., but may include some financial duties, support fundraising, and development, and assist with organizational communications as needed. We're looking for a high energy person to support staff with projects, handle organizational communication, data management, and assist the Executive Director with scheduling and managing board communication, and more. The candidate will have outstanding verbal and written skills, be a team player who demonstrates a positive and professional attitude, have excellent organizational skills, and keen attention to detail. The ideal candidate will excel in a dynamic setting with an ability to be flexible and adaptable while managing diverse and evolving projects and responsibilities. The position is based in Taylorsville, CA; temporary remote work may be available during COVID-19. **The position is open until filled. The review of applications will begin on April 1, 2021.**

Job Description:

- Prepare documents & PowerPoint for monthly Board of Director meetings including monthly meeting agenda and meeting minutes.
- Report to and support the Executive Director in a variety of office tasks
- Help the office run smoothly, tasks include but are not limited to: answering phones, collecting and dropping off the mail, ordering office supplies, email correspondence, vehicle, and facility management.
- Update the Sierra Institute website
- Support staff with their projects as needed
- Manage/ track office equipment including computers
- Onboard and Offboard Employees
- Support the Finance Team as needed
- Support the Development Director as needed
- Support the organization's communications, social media, and marketing projects as needed
- Post new job opportunities, work with hiring managers to track and organize applications
- Support Executive Director during Monday morning staff meetings
- Establish and maintain data management and collaboration tools

Qualifications

Required

- 1-2 years of office administrative experience or other relevant experience
- Interest and experience in non-profit operations
- Detail-oriented, organized, and able to work well on simultaneous tasks
- Results-driven achiever and flexible contributor with strong planning, tracking, and organizational skills



- Willing to perform a range of tasks that span answering phones to contributing to larger organizational systems and projects
- Excellent written and oral communication skills
- Proficiency in Microsoft Office (Word, PowerPoint, Excel)
- Proficiency with Google Suite
- Ability to create, establish and maintain policies and systems to workplace efficiency
- Proficiency with data collection, management, and reporting
- An ability to bring critical thinking skills, creativity, and laughter to the workplace

Preferred

- Proficiency with Adobe Suite (Premiere Pro, Lightroom, InDesign)
- Experience or Interest in Event Planning
- Experience with non-profit development and fundraising
- Willingness to learn or experience with QuickBooks
- Willingness to learn or experience preparing invoices, budgeting, and financial reports
- Proficiency with various digital media tools and platforms
- Experience with digital storytelling to help communicate Sierra Institute's mission
- Proficiency in email marketing campaigns, social media, WordPress, and Google Analytics
- Experience working with a board of directors

Please note these qualifications are what we believe is necessary to ensure the selected applicant is successful in this position, however, we encourage all who are interested to apply and highlight how their experience and background will make them successful.

More Details

About the Sierra Institute

The Sierra Institute promotes healthy forests, watersheds, and communities by investing in the well-being of rural communities and strengthening their participation in natural resource management. Our work is grounded by the concept of triple bottom line values, supporting initiatives that simultaneously benefit the environment, economy, and equity within a given landscape. Sierra Institute strives to cultivate innovative projects through a collaborative-minded office culture—staff often work on interdisciplinary projects both internally and with external partners. Sierra Institute staff must be adaptable, finding their roles must expand to fit the needs of specific projects and partnerships. The diversity of our work provides an opportunity to think critically about how communities engage with natural resource management, from workshops to assess community capacity to field trips with high school students to marking timber. Staff routinely draw on the expertise and background of others to improve our collective work, and applicants should expect to be an integral member of this team



Location

Sierra Institute is located in Taylorsville, CA (pop. 154) and lies within a large mountain meadow referred to as “Indian Valley”, which includes the communities of Greenville and Crescent Mills. Taylorsville is a historic small town, with a long history dating back to the construction of the first flour mill in the Pacific Northwest in 1856. Downtown Taylorsville is home to two historic establishments, the Taylorsville Tavern, a favorite watering hole for loggers, and Young’s Market, a revitalized country store and sandwich shop that first opened its doors in 1862 that is – debatably – home to the oldest working cash register in the nation manufactured in 1914. The community of Taylorsville has long been a blend of long-time residents, ranchers, loggers, and newcomers drawn to the area for its beauty. Taylorsville offers unique, rural community events that bring the community together, such as the Silver Buckle Rodeo held over the 4th of July, the Holiday Light Parade the Saturday after Thanksgiving; and New Year’s Eve fireworks in the fields across from the Tavern. Taylorsville is surrounded by many outdoor recreation opportunities such as Lake Almanor, Plumas and Lassen National Forests, and Lassen Volcanic National Park. These adjacent public lands feature untouched backcountry routes in winter, and endless, empty dirt roads to explore in summer. Adventures that lie just out the back door of the office.

Compensation

Compensation for this position will be commensurate with experience, anticipated range begins at \$18/hour. The Sierra Institute maintains an extensive benefits package, including health and dental benefits. Retirement benefits accrue after the first year. The incumbent is also eligible for paid holiday, vacation, and sick leave consistent with Sierra Institute’s benefits package.

COVID 19

As of this posting, Sierra Institute staff are working through a hybrid model, with some staff primarily in the office, and some staff working primarily in a remote setting. We anticipate in June 2021 we will be fully in person at the office. It is preferred that the person in this position be located at the office, but there may be remote opportunities. Our in-office staff are following COVID -19 safety protocols informed by the latest research and evidence.

How to Apply

Please send your cover letter, resume, and contact information for three references as one PDF to jobs@sierrainstitute.us with “Office Administrator” in the subject line. Review of applications will begin on April 1, 2021, but the position is open until filled. Please call (530) 284-1022 with questions.