



**GROUNDSWELL**  
Conservation Where You Live

## Administrative Assistant (half-time) Groundswell Conservancy

### **Who We Are**

Groundswell Conservancy is a nonprofit land-protection organization in Madison, WI. We protect special places forever. We want everyone to live in a world filled with green places where communities thrive. We strive to be an anti-racist land conservation organization that shares power and decision-making with groups and individuals that reflect our diverse community. We believe that land is essential for people's physical, emotional, and spiritual wellness. We are a results-oriented organization. We have permanently protected more than 13,000 acres of important land and water since 1983. Learn more about us at [groundswellconservancy.org](http://groundswellconservancy.org).

### **What You'll Do**

The Administrative Assistant plays an important role in the success of Groundswell. This person works as part of our team of seven staff members, making sure bills are paid on time, donors and volunteers (including board members) have positive and meaningful experiences, and our events run smoothly. As with all staff at Groundswell, this person will help us build lasting relationships with people and partners that make it possible to protect our special places forever – and for everyone. This person is supervised by Groundswell's Executive Director.

### **Primary Responsibilities:**

- Work effectively with Groundswell's community of donors, partners, and supporters
- Process invoices and contributions in QuickBooks; prepare payments and troubleshoot vendor issues; and file invoices and financial statements
- Prepare materials for grant reporting and reimbursements
- Enter contributions in Little Green Light donor database and print and mail thank you letters
- Schedule meetings and provide administrative support to Executive Director
- Assist with preparation and follow-up activities for events
- Proof-read and coordinate production of newsletter and annual report with staff and our graphic designer and printer
- Coordinate Simple IRA transfers, enter payroll, and process staff reimbursements
- Maintain and update organizational procedures
- Post updated policies to our website

- Assist with annual easement monitoring reports; copy reports and mail and track their delivery to easement landowners
- Order office supplies, help answer the phone, and distribute mail

### **Who You Are**

- Enthusiastic about protecting the beauty and health of the natural world
- A team player who enjoys working and cooperating with diverse people
- A clear, timely, and friendly communicator with good written and verbal skills
- Organized, thorough, and detail-oriented with a knack for working with numbers
- Good with computers - experience with QuickBooks and donor databases is a plus, but we will train someone who is eager and willing to learn
- Able to take the lead and follow through on projects, as well as manage multiple tasks
- Dependable, reliable, and a good problem solver
- Curious, flexible, and enthusiastic about learning and improving
- Excited about promoting diversity, inclusion, and equitable access to land

We know there are great candidates who may not check all of these boxes. We also know you might bring important skills that we haven't considered. If this describes you, don't hesitate to apply and tell us about yourself.

### **Pay Rate and Benefits:**

This is a half-time (20 hours/week) position with an annual salary of \$20,000 and a generous benefits package that includes:

- Health insurance through Quartz (Groundswell covers 75% of the monthly premium for the employee)
- Dental insurance through Anthem (Groundswell covers 90% of the monthly premium for the employee)
- 11 paid holidays per year
- 12 hours paid personal time per year
- Annual leave starting at 40 hours per year
- Paid sick leave accrued at the rate of 4 hours per month
- Simple IRA retirement (Groundswell matches up to 3% of the employee's voluntary contribution)

Groundswell is an Equal Opportunity Employer and seeks to employ staff members that represent the diversity of the Dane County community.

**Work Schedule and Location:**

We offer flexible working hours, with some evening or weekend work related to events and field trips. Work is carried out primarily in our office on Madison's exciting east side with the option for occasional remote work

**To Apply:**

Please email resume and cover letter by Friday, July 22nd to [admin@groundswellconservancy.org](mailto:admin@groundswellconservancy.org) with "Administrative Assistant" in the subject line. This position has a relatively flexible start date of September or early October.