



*Are you computer literate and detail-oriented? Do you enjoy making a positive difference for our community? Then we need your help!*

## **Administrative Assistant**

**Summary:** This is a part-time position with French & Pickering Creeks Conservation Trust with 500 hours budgeted for 2025. The Administrative Assistant will be expected to work an average of 10 hours per week with the flexibility to mutually agree upon working more or less as needed for work-life balance and to support full-time staff during times of peak need. The position provides support to the Program & Communications Manager, Director of Development and Executive Director as needed. The position is eligible to be considered on a hybrid basis based on job performance and work product needs. A majority of the work product needs are described below. Additional administrative support and special event assistance may also be necessary from time to time. This position is located at French & Pickering's office at 4030 S. Whitehorse Rd, Devault, PA and will be eligible for hybrid work consideration by or before 6 months of continuous and successful employment.

### **Essential Duties and Responsibilities**

- Data entry – Recording donor and donation information in DonorPerfect, our donor management database software. Recording email addresses and related contact information for program, event, and lecture participants. Updating records with changes and assuring consistency in information format. Guidance and supervision will be provided as well as access to online training as needed.
- Thank you letters –Generating, merging, customizing and printing donation acknowledgement letters, printing labels, gathering signatures, and mailing.
- Generating reports -Successfully learning software and running reports and analysis as requested by the Director of Development. This includes reviewing, sorting, and editing data for use with mailings, public outreach materials and public-facing reports.
- Mail management - Processing mail received, categorizing, and scanning to save to our records.
- Special event support – Assisting with the preparation and coordination of special events as needed.
- Other general office duties as assigned.

### **Requirements**

- Strong computer and database skills with significant attention to detail.
- Present a professional appearance and maintain a courteous as well as friendly manner.
- Must respect and maintain confidentiality of the personal information of donors, partners, and volunteers.
- Be dependable and punctual
- Be self-directed and willing to take initiative
- Working knowledge of Word Perfect, Excel, and mail merge processes or willingness to learn.
- Experience with DonorPerfect, or a similar donor management software, preferred but not required

### **Training & Supervision**

- Complete office orientation which includes training on the following items:
  - o Database (DonorPerfect) tutorials
  - o Acknowledgement letter creation & filing system

**Time Commitment:** An average of 10 hours/week with a minimum of three consecutive hours a week in either the morning (9am-12pm) or afternoon (12-3pm) Monday through Friday. There is a maximum of 500 hours for the year of 2025 with weekly hours based on the employee's availability, their skills and proficiency, the needs of French & Pickering, and staff availability to train and supervise.

### **Potential for Professional Growth**

- As you become more aware of our processes and needs and we learn more about your skills and interests, there may be opportunities for mutually beneficial professional development and growth, unforeseen tasks that make the best use of your time, or unique assignments you may be willing and able to help with. This is intended to address situations like these.

### **Compensation:**

- Compensation for highly qualified applicants to this position is \$27.00/hour.
- Time off is not paid but will be approved within reason and flexibly scheduled in collaboration with the Director of Development and Programs & Communications Manager.
- This is a great opportunity to develop and apply your skills with an outstanding team working to protect northern Chester County's natural areas and engage with the communities we serve.

**To Apply:** Please submit a summary of qualifications or resume and letter of interest to Bill Gladden, Executive Director at: [bgladden@frenchandpickering.org](mailto:bgladden@frenchandpickering.org)

***Thank you for considering being a part of our team.  
We can't do it without you!***