



HIGH LINE CANAL

CONSERVANCY

**Connecting Communities—Connecting Nature
from the foothills to the plains**

~Position Posting~

February 2017

Position: Administrative/Program Assistant
Reports to: Executive Director
Compensation: Commensurate with experience. Includes a competitive benefit package with medical, dental, 401k match, life and disability insurance.

Occasional weekend, early morning and evening work may be required. Work requires some physical exertion such as walking, standing and lifting. Access to a vehicle is desirable.

High Line Canal Conservancy

The High Line Canal Conservancy is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The Conservancy was formed in 2014 by a passionate coalition of private citizens to provide leadership and harness the region's commitment to protecting the future of the Canal—a 100-foot-wide corridor comprising the Canal channel, trail and adjacent vegetation. With support from each of the 11 jurisdictions along the Canal's reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations. Learn more about the Canal and the Conservancy at www.highlinecanal.org.

Position Summary

This position provides a unique opportunity to be part of a growing nonprofit dedicated to the long-term protection and enhancement of one of the metro region's largest and most unique recreational and ecological assets.

Under direction of the Executive Director, the Administrative/Program Assistant is responsible for day to day office operations, supporting the Executive Director and designated staff. The position will assist with programs and projects as needed. Looking for a flexible and motivated individual who wants to work with a team and grow with an

exciting and fast paced nonprofit. Specific areas of responsibility include office management, administrative/financial and program support.

RESPONSIBILITIES:

Administrative

- Assist Executive Director with communications, contact management, meeting scheduling and other support, as needed
- Organize materials and work with ED in leading staff meetings
- Answer phones and respond to general organizational inquiries
- Oversee day-to-day operations of the office, including copier, computers, office supplies and facilities
- Perform regular office errands and deliveries
- Ensure that the HLCC maintains records and reports in accordance with necessary rules and best practices for nonprofit management
- Support the ongoing development of and updates to HLCC policies, procedures, systems, and organizational infrastructure
- Maintain and modify systems and processes for internal communications including naming systems and operational conventions for Dropbox, file sharing, manual backup systems, and training. Work with IT consultant, as needed
- Management of Board meetings and select other meetings, including: coordination of Board updates and meeting power points, copies, room prep, minutes
- Oversee Conservancy calendar and meeting schedule management and conventions
- Track and file board resolutions, meeting minutes, presentations, by-laws, conflict of interest statements, terms
- Support Communications and Marketing Director with social media, printed materials and collateral management, as needed

Database/Development

- In coordination with Finance Manager and development staff, input data into the HLCC database (Raiser's Edge), support ongoing data integrity verification, and analysis. Develop proficiency with the donor database; perform queries, and exports
- Support the development staff to maintain complete and accurate fundraising records, preparing mailings, including weekly acknowledgement letters and larger projects
- Support special events



Program

- Assist Executive Director with program development and grant research, as needed
- Support outreach efforts, and other on the Canal programs

Finance and Reporting / Human Resources

- Assist Finance Manager with entering and paying vendor invoices and entering donation receipts from donors
- Assist in preparation and management of contracts and agreements, manage and record all governmental funding receipts and acknowledgements
- Employee handbook maintenance

QUALIFICATIONS:

The ideal candidate will have a strong identification with the mission and purpose of the High Line Canal Conservancy and will bring the following knowledge, experience, skills and abilities:

Knowledge and Experience

- Administrative office assistance and management experience.
- Experience working with volunteers, non-profits, and community-based organizations.
- Bachelor's degree or equivalent work experience.
- Desired experience in the areas of open space, trails, conservation, non-profits, government, fundraising and/or marketing a plus.

Skills and Abilities

- Impeccable integrity, positive attitude, self-directed
- Take initiative, creatively problem solve, and exercise good judgment.
- Proven ability to work in a dynamic team and build strong working relationships
- Outstanding communication skills, including written and verbal communications
- Experience with Microsoft Office Word, Excel, PowerPoint, Quickbooks and Outlook
- Ability to work independently and cooperatively with colleagues in a small-team environment, to anticipate and solve problems, and to work efficiently, meet deadlines and maintain accurate records
- Self-motivated and highly organized with a tremendous attention to detail and an ability to multi-task



- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Demonstrated passion for mission of the HLCC

Application Instructions

Qualified applicants are encouraged to apply by sending a resume with a cover letter addressing the applicant's interest in and qualifications for the position. Send both documents as one pdf attachment to employment@highlinecanal.org. No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position.

Application Deadline: Open until filled.

The High Line Canal Conservancy is dedicated to equal employment opportunities in any term, condition, or privilege of employment. HLCC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, and age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

