



**GUNPOWDER  
VALLEY**  
CONSERVANCY

### **Administrative and Accounting Assistant (Part-time)**

Gunpowder Valley Conservancy (GVC), a nonprofit land trust and conservation organization located in Baltimore County, Maryland, is seeking an organized, detail-oriented person to join our organization as a part-time Administrative Assistant. The ideal candidate will be responsible for managing day-to-day operations, coordinating and performing administrative tasks, and providing support for the organization's development initiatives, including fundraising and other types of events. This is an excellent opportunity for a detail-oriented person looking to apply their administrative skills to work with a nonprofit organization that focuses on habitat restoration, land preservation, and environmental education.

Although this is a role where the individual will work primarily from their home office, the Administrative Assistant will need to check our Towson P.O. Box weekly and attend on-site meetings/events throughout the watershed (primarily in Baltimore County). The ideal candidate will reside in Baltimore County, but residents of Baltimore City, Harford, Carroll, or Howard Counties may also be considered.

#### **Position term, schedule, and pay rate:**

- Part-time, non-exempt employee with a workload of 20-25 hours/week
- Flexible hours. Must be available during the typical work week for meetings, as well as some evenings and Saturdays for meetings and volunteer/outreach events with advance notice.
- \$20-\$25/hour (based upon experience) plus reimbursement of roundtrip travel mileage from home to worksite (\$0.585 cents/mile). Employees who work over 20 hours per week are eligible for pro-rated health benefits, as well as pro-rated paid holiday and personal time. Optional participation in MarylandSaves retirement program.

#### **Job responsibilities:**

The candidate must be detail-oriented, organized, and able to manage multiple tasks simultaneously. This role also requires excellent communication and interpersonal skills, and the ability to work independently and as part of a team.

### *Key Responsibilities:*

- Manage administrative operations, including answering phone calls, responding to emails, checking the P.O. Box weekly (located in Towson, MD) and scanning/sending mail to relevant staff members, and maintaining the organizational calendar.
- Provide administrative support to Executive Director.
- Assist with payroll and process disbursement requests to ensure timely payment of contractors. Keep track of receipts and work with relevant staff and accountant to prepare expense reports.
- Collect, log, and deposit checks according to organizational policy and procedures.
- Maintain accurate records and donor databases, ensuring that all information is up-to-date and organized.
- Support fundraising operations such as: writing appeal letters, individual and mail merged thank you notes and participating in fundraiser event planning.
- Support communications efforts by working with Executive Director to develop and distribute relevant communication materials such as flyers, newsletters, social media posts, and website content.
- Attend, participate, and/or coordinate logistics for meetings/events, as needed, including board meetings. Take minutes if necessary.
- Other duties as assigned.

### *Qualifications:*

- Degree in a related field, such as business administration, communications, or nonprofit management (Bachelor's preferred, Associate's considered).
- At least 2 years of experience in office management or support roles (paid or volunteer).
- Excellent communication, organization, and time management skills.
- Strong attention to detail and the ability to manage multiple tasks simultaneously.
- Proficient in Microsoft Office Suite, Google Suite, and donor database (preferably Donor Perfect) software. The candidate will need to have reliable internet access at their home office.
- Reliable transportation and comfort with driving for various tasks.
- Experience in a nonprofit organization is a plus.
- Subject to a background check.

If you are motivated and organized with a passion for environmental conservation, we encourage you to apply for this important position at Gunpowder Valley Conservancy. We

offer the opportunity to work with a collaborative and caring team including many dedicated volunteers committed to preserving and protecting the Gunpowder watershed. To apply, please send a cover letter and resume to Kim Pause Tucker, Executive Director, [ktucker@gunpowdervc.org](mailto:ktucker@gunpowdervc.org). Review of applications will begin immediately.