



Wissahickon Trails (formerly Wissahickon Valley Watershed Association) is a community-based conservation organization headquartered in Ambler, PA. For over 65 years, we have worked to protect and restore nature in the Wissahickon Valley, preserving 1,300 acres of critical open space, building 24 miles of trails for public access, and protecting the health of the Wissahickon Creek. We believe people benefit when nature thrives. We are seeking a new member of our team who will have the opportunity to support local environmental conservation and work that improves the quality of life in the Wissahickon Valley.

Administration & Operations Assistant

The Administrative & Operations Assistant will be the first point of contact for our guests and vendors. This position will provide a broad range of visitors and administrative support to our organization.

This position requires an individual who is comfortable with handling multiple tasks at once, can communicate clearly, and enjoys speaking with a wide range of community members.

Candidates should be able to assist management, vendors, patrons, and visitors of the organization by handling office tasks, providing polite and professional assistance in person at our reception desk and via phone, mail, and e-mail.

This is a part-time, non-exempt position, from 9 am to 2 pm, Monday through Friday, with occasional work on weekends and evenings. The hourly rate is budgeted from \$18-\$20 per hour based on experience. This position reports to the Director Finance & Human Resources.

Essential Duties and Responsibilities

- Greets visitors and guests, provides information on our organization and our resources, directs them to the appropriate staff member or program location. Staffs the reception desk in our lobby during assigned hours,
- Maintain internal and external general office calendar, including reserving our conference rooms and video conferencing program,

- Answer the telephone and respond to inquiries, interacts with donors, volunteers, vendors, visitors, and board and committee members,
- Maintain and order supplies for the overall organization including supplies for general office use, copier paper and toner, kitchen, and restrooms,
- Open and distribute incoming correspondence,
- Coordinate all IT related matters. Assist staff with new computer set-up and troubleshoot computer, network, and phone issues
- Prepare and distribute cash receipts log and deposit checks, scans vendor bills and checks to our cloud storage,
- Create and maintain on-boarding materials and procedures for new hires and departures,
- Serve as main liaison for several vendors – such as cleaners, phone system, security system, printer/copier, and service technicians,
- Assist in special events, such as fundraising activities, outreach events, and meetings as a member of the staff as required,
- In special circumstances place orders for staff/board apparel, food for staff events, business cards, nametags, etc.
- General administrative duties including but not limited to, miscellaneous administrative support, copying, administering access to our shared services such as email, calendars, shared files, access cards, location keys, and other ad-hoc matters as necessary.

Qualifications & Core Competencies

The ideal candidate will meet 75% of these qualifications and core competencies.

- At least 3 years of experience in general office responsibilities and procedures,
- Computer proficiency, preferred knowledge of Google Email & Calendar, Microsoft Office, and Box for Business,
- Comfortable maintaining an Administrator status for shared software, i.e. can add/delete/troubleshoot software duties assigned to the software “Administrator”.
- Knowledge of principles and practices of office management and organization.
- Strong oral, written, interpersonal, and analytical skills.

Expected Competencies

- Excellent organizational skills.
- Ability to identify problems and seek solutions.
- Ability to work well either alone independently or as part of a team.
- The ideal candidate embraces diversity as a core value. At Wissahickon Trails we are passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, Board and all who use our resources and services. We believe every member on our team enriches our diversity by exposing us to a

broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.

- Personal qualities of integrity, credibility, and dedication to the mission of Wissahickon Trails
- Reflect a mission driven mindset in all aspects of the position.
- Comfortable talking to donors, volunteers, and community members.
- Practice personal reflection and self-correction to assure continual professional growth.

Compensation & Benefits

This is a part-time, non-exempt position, with the expectation of 5 hours a day, Monday through Friday. Occasional additional hours may be required for specific organization events. This position is eligible for paid holidays, paid time off (accrued based on years of service), and after six months of employment, the employee can participate in the 401k plan. Wissahickon Trails matches employee 401k contributions up to 5% of eligible compensation.

Physical Demands/Work Environment

Generally, this position requires working in an office environment and so is regularly required to sit or stand at a desk for hours at a time, stand, walk, and operate general office equipment (computer, telephone, file cabinets, copier, and printer). The employee must be able to lift 10 lbs. comfortably. The employee must be able to be outside 1-4 hours at a time for event support as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job unless the requested accommodations cause undue hardship.

About Wissahickon Trails

At Wissahickon Trails, we work to inspire and engage a diverse community of people in protecting, stewarding, and enjoying the land and waterways of the Wissahickon Valley. The board and staff are a collaborative team driven by the belief that people benefit when nature thrives. Hard work is expected, so we have created a work culture where we support each other and share lots of laughs. We have a dog-friendly office.

We value a racially, ethnically, and culturally diverse work community and encourage applications from people of all backgrounds. Board and staff committees are working to build an inclusive, equitable, and diverse work environment and organization. Please feel free to ask us about this work. E.O.E.

To Apply

Please submit your resume, cover letter outlining interest and experience, and contact information for three references to Michaelle Fleisher, michaelle@wissahickontrails.org.

To submit your application in the mail: Michaelle Fleisher, 12 Morris Rd, Ambler, PA 19002.
No phone calls please. Applications reviewed as received.