

Job Description

Title: The Nature Connection Executive Assistant

Classification: Non-profit project of the Delta County School District, Hotchkiss, Colorado; K-12 and community outdoor education

Location: The Nature Connection building, 397 Bulldog Street, Hotchkiss, CO 81419; and on location (Travel provided to Grand Mesa, Spring Gulch, Ironton)

Effective Date: Position Posted January 18, 2018 until filled

General Description:

The Nature Connection's goal is to inspire our communities to connect to nature, promoting healthy lifestyles through fun and energized outdoor experiences. Under the supervision of The Nature Connection (TNC) Program Director, TNC Winter Intern will have the following responsibilities including, but not limited to:

Responsibilities: TNC Executive Assistant will be include, but not be limited to:

- Recording in iVision accounting, including gear purchasing and organization, program invoicing, and reports as needed for TNC Director
- Computer software usage for membership and volunteer database recording, calendar and website upkeep, and social media publicity and promotion of TNC activities in quarterly newsletters
- Assistance in organization of community meetings.
- He/she may work with the directors and youth coordinator to help with any or all of the following: fundraising, grant writing and management; volunteer scheduling and management; coordination with Delta County and Olathe Schools, communities, partners, and local governmental agencies; development and implementation of youth and community programs; and assistance in collecting, recording, and evaluating data on youth reached through programing.
- Nature and Program display development within TNC building and promotion of TNC will be part of this persons responsibility.
- Other responsibilities may be designated.

Skill Requirements:

Good working rapport with people of all ages

First Aid certificate

Outdoor enthusiast: Experience with, or willingness to learn about TNC outdoor pursuits

Organizational and computer skills a must

Experience with youth of all ages

Grant writing, writing skills

Social media, marketing

Compensation: Part-time based on experience

Time: Part-time based on experience and scheduling; work schedule will include weekdays, and may include weekends and holidays as needed.

Please Submit:

1. Resume with cover letter
2. Three references
3. Top candidates will be selected for an interview by the board.