



CONSERVATION PARTNERS

107 Washington Street · Lexington, VA 24450 · 540-464-1899

Conservation partners is currently accepting applications for a full-time **Office Manager**. We are looking to fill the position immediately, however, the position will remain open until the right candidate is hired. Candidate must be comfortable spending time alone in a quiet work environment.

We are seeking a mature and detail-oriented individual with strong organizational and written communication skills to provide operational and technical support to staff and clients. The applicant will be responsible for a diverse range of duties including document and file management, general office support, and marketing and communications. The following is a list of job duties and responsibilities.

I. Document and file management

- A. Assist with drafting, circulating, assembling and distributing sensitive documents between landowners, land conservation professionals, and government agencies.
- B. Communicate with land professionals and clients to track and manage sensitive process documents and information.
- C. File maintenance, management, and updates
- D. Annual file archiving

II. General Office Support

- A. Retrieve and send documents and data to staff when requested
- B. Provide comprehensive support to staff as needed
- C. Act as first point of contact for clients and land conservation professionals
- D. Manage mail
- E. Serve as point of contact for IT, printer/scanner/copier, website, phones, internet and fax.
- F. Order office supplies as needed

II. Marketing and Communications

- A. Draft and circulate client letters and communications
- B. Update website content and pages as necessary
- C. Develop and design marketing materials as needed
- D. Develop and design outreach materials as needed

Requirements

- Bachelor's degree (OR) at least 5 years of experience
- At least two (2) years of office management experience
- Familiarity with basic IT functionality
- Basic data management skills including word and excel
- Ability to meet deadlines under pressure
- High written and oral communication skills
- Demonstrated ability to work independently or as part of a team
- A strong attention to detail
- Ability to remain focused and enjoy detailed and repetitive work
- Professional demeanor and appearance; ability to interact and communicate
- Environmentally conscious
- Must pass a criminal background check

Preferred Qualifications

- Knowledge and familiarity with land conservation practices and conservation easement principles
- Familiarity with website development
- Experience designing communication and outreach materials

Schedule

- 40 hours or less depending on workflow. Negotiable.
- Flexible schedule as needed
- End of year weekend or holiday hours may be required based on tax deadlines

Salary

- \$16/hour
- Eligibility for QSEHRA health insurance reimbursement plan
- Eligibility for Simple IRA participation

TO APPLY:

Please email cover letter, resume, and a list of three references to:

kiddings@conservationpartnersllc.com