



KAWARTHA LAND TRUST

Protecting the land you love.

Job Ad- Administrative Assistant

Reports to: Operations Manager

Compensation: 24 hours per week, \$17 to 18 per hour depending on experience

Contract Period: May 17 to Dec 31, 2021

Kawartha Land Trust (KLT) is seeking a highly organized and detail-oriented individual, who will enthusiastically engage in the work of KLT. The successful candidate embraces technology as an integral part of their work, has great interpersonal and communication skills and is able to analyze challenges and problem-solve.

Overview

Kawartha Land Trust (KLT) is a dynamic land conservation charity with an impressive record of growth. Our mission is “*caring for lands entrusted to us and helping others protect the land they love in the Kawarthas*”. We do this by accepting donations of ecologically significant lands and by engaging the community in support of this work through gifts of time and money to ensure those lands are cared for, in perpetuity.

Our successes have been achieved through the work of our dedicated volunteers and donors, supported by our core staff.

The organization permanently protects over 4200 acres of land in the Kawarthas. We manage that land for ecological integrity and for the opportunity that it presents to engage the community in land conservation. We maintain 31 km of trails on our properties and actively manage habitat on hundreds of acres of land.

For more information on the Kawartha Land Trust and to consider further if you may be a fit for this opportunity, see KLT’s website, online/media or social media presence.

Responsibilities

The Administrative Assistant will provide vital administrative and front-line support to KLT staff and volunteers. Duties will be related to general office administration with an emphasis on information & data management, communication, volunteer and event support.

For full Job Description go to our website www.kawarthalandtrust.org

Skills and Proficiencies

1. Excellent verbal and written communication skills.
2. Effective time management skills and experience.
3. **Highly organized and detail oriented.**
4. Demonstrated strong interpersonal skills.
5. Demonstrated proficiency and comfort in required office applications/systems:
 - a. Strong database management skills (preferably Salesforce);
 - b. Computer skills including Microsoft Office: Word, Excel, PowerPoint;
 - c. Multi-line phone systems.
 - d. Digital communication tools such as Zoom, Google Meets and others to support remote work, communications and outreach during Covid restrictions is an asset.
6. Ability to learn new skills on the job.
7. Ability to work with minimal direction/supervision, as well as contribute as part of a team.
8. Willingness to work flexible hours and accommodate unplanned requests.
9. Valid Ontario drivers' licence with access to a vehicle an asset.
10. Skills and knowledge normally consistent with a post-secondary degree or diploma or demonstrated experience in administrative assistant roles.
11. Knowledge and experience in land conservation an asset.

Desired Level of Education

Skills and knowledge normally consistent with a post-secondary degree, diploma, or demonstrated experience in administrative assistant roles.

Additional Requirements

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- **International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

How to Apply

- Your application should include a resume and a cover letter **as one document**, which specifically addresses how your skills and qualifications relate to the job tasks and responsibilities. Please include in your cover letter a summary of why you think the work of Kawartha Land Trust is important.
- Send application as a PDF or Word document with the following file name format: Last Name_First Name_KLT Administrative Assistant.
- Email your cover letter and resume in **one** document to Kawartha Land Trust at info@kawarthalandtrust.org by 12:00 NOON on April 5th, with the subject line "Administrative Assistant".

KLT values diversity and inclusion and encourages applications from all qualified applicants. Accommodations for applicants with disabilities are available upon request for all aspects of the recruitment process. Please note however, that at this time, KLT offices are not wheelchair accessible.

Thank you for your interest in the Kawartha Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Kawartha Land Trust team, only candidates selected for an interview will be contacted.