



## **OFFICE ASSISTANT**

### **POSITION DESCRIPTION**

#### **ABOUT JEFFERSON LAND TRUST**

Founded in 1989, Jefferson Land Trust is a nationally accredited, community-driven, nonprofit conservation organization in Jefferson County, nestled on the stunning Olympic Peninsula of Washington state. We embrace a people-first approach, and we appreciate and encourage the talents and passion of our employees. We strive to hire great people and keep them interested, empowered, and fulfilled. We value equity, respect, accountability, creativity, collaboration, and innovation. We are a team that is committed to creating an inclusive organization that reflects the full diversity of our community. [Our Values](#) guide every sector of our work. We encourage all applicants to learn more about our work at [www.saveland.org](http://www.saveland.org).

**ORGANIZATIONAL MISSION:** Helping the community preserve open space, working lands, and habitat forever.

**Compensation:** \$21.00 per hour/Non-Exempt/No Benefits

**Reports to:** Executive Director

**Hours:** 30-40 hours per week, typically Monday - Friday between 9 am and 5 pm

**Work location:** 1033 Lawrence St, Port Townsend, WA

**Job status:** Term-limited position, June 2026 - December 31, 2026. This is a work experience position funded through the Washington State Employment Security Department. It is contingent on funding and open until filled.

**Position Summary:** The Office Assistant answers inquiries by phone and in person, distributes mail, coordinates events and tour RSVPs, and offers general support to our friendly office in uptown Port Townsend. The person in this position will support our Executive Director, volunteer Board of Directors, and other staff with scheduling meetings, directing, and responding to general email or phone inquiries, and coordinating office/event volunteer support among other office administrative responsibilities.

#### **Essential Functions:**

- Greet visitors
- Answer general office telephone
- Respond to or redirect requests for information
- Open and distribute general organizational mail and emails

- Provide administrative support to the Executive Director by scheduling meetings and responding to general email inquiries as needed
- Support development and finance teams with securely managing checks and cash for deposit.
- Support preserve team by coordinating preserve use requests from community groups
- Support new staff and seasonal intern recruitment and onboarding by posting position information, organizing applicant materials, scheduling interviews, and coordinating completion of onboarding requirements and paperwork
- Provide general administrative support for Land Trust team members with scanning, filing, copying, mailing, scheduling meetings, office, and other projects as needed
- File Preserve documents, including permanent Preserve records, on electronic filing systems (such as Dropbox, photo organization or similar) and in paper file systems
- Order supplies and troubleshoot equipment
- Coordinate contracted office support including IT services, cleaning services, and office equipment supply services
- Other projects assigned

### **Qualifications and Physical Requirements:**

- Familiarity with or a willingness to learn Office Suite, G-Suite, Dropbox, and InDesign
- Strong organizational skills: ability to track multiple projects and meet deadlines
- Warm, welcoming, and confident
- Ability and willingness to perform the responsibilities and tasks identified in this position description, given appropriate training, and support
- Ability to uphold high ethical standards
- Engage in regular and clear communication with co-workers, supervisor, and volunteers
- Demonstrate strong attention to detail
- Social media experience a plus
- Must pass criminal background check

**A NOTE ABOUT APPLYING:** A candidate's qualifications for this position can come from professional and/or lived experience. If you do not check off every box in the Qualifications and Physical Requirements section above, please consider applying anyway. If you believe you can succeed in this position and describe why, we encourage you to apply. This is a work experience position funded through the Washington State Employment Security Department. It is contingent on funding and open until filled.

### **To apply for this position:**

Send a resume with cover letter to [jobs@saveland.org](mailto:jobs@saveland.org) by June 14, 2026.