

Title: Administrative Associate
Location: Salt Lake City, Utah
Reports to: Administrative Director
Status: Full-time, Non-Exempt
Salary: DOE, see below
Benefits: See below

The Southern Utah Wilderness Alliance (SUWA), Utah's largest conservation organization, has an immediate opening for an Administrative Associate based in its Salt Lake City office. Interested applicants should send a cover letter, resume and three references to Joyelle Hatch, Administrative Director, at hring@suwa.org. The deadline to submit your application is **September 22, 2023**. Please include your name and the words "Administrative Associate" in the subject line.

About the Southern Utah Wilderness Alliance (SUWA)

SUWA is a non-profit organization dedicated to defending and protecting the wilderness at the heart of the Colorado Plateau and in Utah's West Desert for all.

We act with integrity, transparency, loyalty and respect to each other and our mission. We're proud to work for SUWA in no small part because our work matters. It matters for the canyons and mesas we seek to protect, as part of addressing the loss of nature and the extinction crisis, and in mitigating the harm from climate change.

We are the best at what we do: defending and protecting the redrock wilderness. Where feasible, we offer flexible work hours and considerable paid leave. But we also step up to do what is necessary to protect the redrock.

Description

The Administrative Associate plays a crucial role in our business by handling incoming donations, processing all donations, updating the system, and updating the CRM database. The Administrative Associate will work closely with the Administrative Director, the Membership Coordinator, and the Development Associate, as well as organizers and collaborates with all staff as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Process and distribute all mail
- Answer and direct phone calls and general emails
- Setup and update staff work records
- Maintain State registrations
- Oversee building management/maintenance including monthly services and arranging for general repair work when necessary
- Enter membership data into CRM
- Order general office supplies as needed
- Plan and implement Board Meetings (3 per year)
- Compile board packets and take minutes during board meetings
- Cross trained for Administrative Director and Membership Coordinator
- Assists Executive Director as needed

- Sort and organize newsletters for distribution and maintain list of volunteers for delivery
- New hire training
- Event planning for member and staff events
- Manages and organizes newsletter distribution for volunteers
- 990 prep assistance
- Maintain office equipment, training
- Manage monthly donations
- Manages and schedules weekly staff and administration calls

TRAINING & QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interact and communicate in a professional and effective manner with all levels of employees, management, executives, vendors, members, volunteers, and external partners.
- 1-2 years of relevant experience, or any combination of education, experience, and training which provides the desired knowledge, skills, and abilities, this is preferred
- Excellent communication, presentation, and interpersonal skills
- Demonstrated ability to serve as a knowledgeable resource to the administrative team that provides overall company leadership and direction
- Demonstrate a strong work ethic and a great team player
- Computer literacy including MS Office products: Word, Excel, Outlook, Power Point, Adobe, Zoom, multiple CRM programs.
- Exceptional time-management, planning, and administrative skills
- Demonstrate high level of diplomacy, sound judgment, and discretion when dealing with members, potential members, and other department staff
- High degree of energy, self-motivation, and flexibility
- Strong work ethic with a professional, positive attitude
- Demonstrated commitment to achieving the organization's goals and objectives
- Ability to perform multiple tasks effectively with a focus on timeliness and responsiveness
- High degree of passion when it comes to protecting the wilderness

PHYSICAL/SENSORY DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in an office environment. While performing the duties of this job, the employee is regularly required to: sit for long periods of time; use computer to enter data; use telephone to converse with members, employees, etc.
- The employee is regularly required to: perform repetitive wrist, hand and/or finger movement, feel the attributes of objects, grasp, push, and reach with arms or hands.
- Must be able to frequently lift up to 25 pounds and occasionally lift objects up to 50 lbs.

Location: SUWA's Salt Lake City office. We work a hybrid schedule with at least 3 days per week in the office.

Salary DOE: Salary range for this position is \$48,500-\$58,000, depending on years of experience. We also provide an annual \$2,500 retention bonus for completion of a full calendar year and a 403b contribution of 3.5% of salary.

Benefits:

- 15 days of paid vacation time (increasing yearly with tenure up to 20 days)
- 12 paid sick days annually
- 14 paid holidays, including a year-end office closure
- Employer-paid medical, vision, and dental benefits
- 2-month paid sabbatical every 5 years
- Flexible work days, depending on position
- Parental, bereavement, jury duty, and other leave
- Cell phone subsidy and travel reimbursements
- Access to outdoor gear pro deals
- \$500 "take care of yourself" reimbursement

Diversity, Equity, and Inclusion at SUWA

We are committed to the idea that our commonalities greatly outweigh our differences, and that the redrock is for everyone. Our mission is to protect the redrock for the wonder and enjoyment of all future generations, both human and non-human alike.

The lands we work to protect are the ancestral homelands of many Tribes, including those that were forcibly removed at the hands of the U.S. government in an effort to exterminate their cultures, languages, and ways of life. These injustices are still felt today, but the quest to erase the Tribes failed: indigenous communities continue their traditions and remain an integral part of the landscape and our community. We are committed to working toward understanding this history; to expanding present-day common ground, collaboration, and reconciliation with our Tribal neighbors; and to advocating that Tribes receive a seat at the table when others would exclude them.

The environmental movement has a regrettable history of excluding and oppressing marginalized people. We know that the redrock, humanity, and the future of the planet itself depend on working together to solve our greatest common threat: the climate crisis. As we face the challenges of the 21st century head-on, we recognize we can only do so by including, involving, and elevating Tribes, communities of color, people of diverse economic backgrounds, faith communities, the LGBTQ+ community, and the tapestry of experience that weaves together our common humanity. We are committed to doing this both within our staff and through our daily work to protect the redrock.