



**Campaign Planning Associate
Santa Lucia Conservancy
Carmel Valley, California**

The Santa Lucia Conservancy (SLC) is a non-profit land trust dedicated to conserving, managing and restoring the ecological health and biodiversity of a unique 18,000 acre natural preserve located in Carmel Valley. We are currently seeking to fill a part-time position of Campaign Planning Associate. This position is temporary through December 1, 2015 with a possibility of permanent part-time or full-time status thereafter.

Job Summary

The Santa Lucia Conservancy intends to initiate a community outreach and fundraising effort and is seeking administrative and program management support. Working closely with the Executive Director, this position will conduct research, manage communications and information, develop newsletters and other outreach materials, and plan and coordinate events and meetings. Administrative work includes desktop publishing, word processing, filing and scheduling, obtaining supplies, coordinating mailings, and working on special projects.

This position also answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize a diversified and deadline-oriented workload. While not a fundraising position, this is an excellent opportunity to develop community outreach and campaign planning experience.

All work will be conducted in Carmel, California, with possible occasional travel to the San Francisco Bay Area.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. SLC is an Equal Opportunity Employer.

1. Schedules and organizes complex activities such as meetings, travel, conferences and related activities.
2. Performs community outreach coordination including special events planning and event calendar maintenance and publication.
3. Creates brochures and other marketing materials.
4. Establishes, develops, maintains and updates essential public outreach and donor files.
5. Conducts Internet research, assembles and analyzes data to prepare reports and documents.
6. Recruits and manages volunteer support staff for research programs and special events.
7. Runs errands locally, and perform tasks at various locations.
8. Works independently and within a team on special nonrecurring and ongoing projects.

Competencies

1. Passion for Nature.
2. Competence in Microsoft Suite/Desktop Publishing and data management.

3. Demonstrated ability to coordinate multiple projects on deadline with limited supervision and in teams.
4. A high level of effectiveness, credibility, accuracy and respect for confidentiality.
5. Outstanding interpersonal skills: ability to interact effectively with board members, community leaders, prospects, donors, and a variety of volunteers.
6. Creativity, thoroughness and attention to detail.
7. Fluent in English, with excellent written and verbal communications.
8. Flexibility and a collaborative approach.

Work Environment

This position operates in a friendly, fast paced professional office environment in a relatively natural setting. A flexible and cooperative approach is essential, as is comfort with working alone from time to time.

Physical Demands

This position requires a variety of office-based physical activities with some off-site and outdoor events and activities, requiring the ability to walk over uneven terrain, lift files or boxes, open filing cabinets, sit and take notes during meetings and bend or stand as necessary. This role routinely requires use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also requires setting up and attending events and driving on narrow winding roads in a variety of vehicles.

Position Type and Expected Hours of Work

This is a temporary part-time, non-exempt position with a flexible work schedule. Hours range from 20 to 30 hours per week. Days of work are generally Monday through Friday, but occasional evening and weekend work will be required from time to time. Pay rate is negotiable depending on experience.

Travel

Occasional, limited travel within the Monterey Bay area and potentially San Francisco Bay Area may be required.

Required Education and Experience

1. Associates degree preferred, comparable work experience considered.
2. Minimum 3 years of administrative, project management or comparable experience.
3. Non-profit experience preferred.

****Must hold and maintain a valid California driver's license with a good, insurable record****

Other Duties

Please note this description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required for this position. Such responsibilities may evolve or be modified over time.