



BREWSTER CONSERVATION TRUST

36 Red Top Road Brewster, Massachusetts 02631
www.brewsterconservationtrust.org

ADMINISTRATIVE ASSISTANT and VOLUNTEER COORDINATOR

POSITION SUMMARY

Brewster Conservation Trust (BCT) is seeking a highly motivated individual to fill its part time Administrative Assistant and Volunteer Coordinator position. This office-based role is a 20-hour per week position helping to advance BCT's mission and provide critical support for our goals. This position reports to the Executive Director and will be responsible for providing general administrative support in the areas of office management, fundraising, events planning, committee and board needs, and other special projects. This position will also play a significant role in the onboarding, engagement and recognition of BCT volunteers.

BCT MISSION

The mission of the private nonprofit Brewster Conservation Trust (BCT) is to preserve open space, natural resources and the rural character of Brewster; and to promote a conservation ethic. The Trust acquires land by gift or purchase, helps landowners restrict development of their property, and partners with the Town of Brewster and other organizations to encourage sound conservation practices. As of January 1, 2025, BCT has helped protect over 1650 acres of environmentally important land either through the acquisition of land or being granted a conservation restriction.

KEY RESPONSABILITIES

- *General administrative support:* Assist with shared day to day office management tasks, such as answering phones, checking voice mail, greeting and assisting visitors; maintaining office systems, and files. Work with vendors to order needed office supplies (including letterhead, envelopes, paper, ink, paper products, etc.). Maintain inventory of current publications and archives.
- *Development Administration:* Maintain membership/donor database. Process donations and pledge payments in a timely fashion and prepare acknowledgement letters. Prepare daily deposits.
- *Volunteer Manager:* Lead volunteer program including onboarding volunteers, tracking data, helping organize trainings and events. Work with appropriate staff on the engagement of volunteers
- *Community Outreach and Events:* Assist with BCT programming (Walks and Talks) and events (Brewster Conservation Day, Annual Meeting), including the coordination of registration; reminder emails and day of logistics.

KNOWLEDGE AND SKILLS

- High School diploma or GED required. Associate or bachelor's degree preferred.
- Proficiency and working knowledge of Microsoft Office (Word, Excel, PowerPoint). Experience with the following platforms/software preferred but not required: Little Green Light, Constant Contact, and Adobe Acrobat.
- Clear written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple projects.
- Ability to work effectively with others and independently
- Attention to detail and ability to follow specific instructions, problem-solving skills, and adaptability to new situations and incorporate feedback constructively.
- Knowledge of and passion for land preservation is a plus
- Knowledge of Brewster and Lower Cape community is a plus.

Compensation and Benefits:

This is a part-time position (20 hours per week) offering a competitive salary (commensurate with experience) and benefits.

To Apply: Please submit a single pdf with your cover letter, resume and list of three references to Amy Henderson, Executive Director at amy@brewsterconservationtrust.org.

Deadline: Applications will be accepted until the position is filled with a priority deadline for review of Wednesday, January 29, 2025.

Brewster Conservation Trust is an Equal Opportunity Employer