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**EMPLOYMENT OPPORTUNITY**

**FOR**

**OPERATIONS ASSISTANT**

**Title:** Operations Assistant

**Type:** Full Time (40 hours/week) or Part Time

**Office Location:** Hempfield/Greensburg, PA

**Reports to:** Executive Director

**About Westmoreland Land Trust**

The Westmoreland Land Trust (WLT) is a 501c(3) nonprofit organization dedicated to preserving special places in Westmoreland County. WLT was formed in 2007 and our first projects were completed in 2009. Since that time WLT has worked with many partners to enlarge and connect local parks. WLT has acquired the scenic and ecologically important Schwarz Farm in Hempfield Township to be conserved as a nature and art park. Most recently, the WLT has obtained the approximately 250-acre St Xavier Farmland property in Unity Township. This property has a rich history and will be conserved as nature park.

**Position Description**

The Operations Assistant will report to and work with the WLT Executive Director to support the overall operation of the WLT while also working to manage WLT properties. This position represents an opportunity for meaningful work with a lasting impact.

**Duties and Responsibilities**

* Assist the Executive Director with the routine administrative tasks required to operate the WLT;
* Assist with the completion and submittal of grant applications;
* Prepare reports that accompany grants;
* Preparing for and scheduling Board meetings;
* Attending and participating in various WLT committee meetings as a committee member and liaison between the committees;
* Coordinating volunteer events at the WLT properties;
* Developing and supporting an active volunteer organization;
* Assisting with the acquisition efforts to obtain and preserve additional properties;
* Assisting with the maintenance of financial records and reports;
* Participating in the development of fundraising programs and participating in fundraising efforts;
* Ensuring compliance with policy documents;
* Assisting with efforts to obtain certification;
* Providing project management for various ongoing projects such as land management efforts or support of current buildings;
* Provide assistance with educational programs offered;
* Assist with land management activities for the WLT properties by visiting the sites and working with the Lead Stewards for the properties.

**Job Requirements**

* An undergraduate degree, but graduate degree preferred;
* Experience in land conservation or nonprofit administration;
* Excellent communication skills;
* Proficiency with Word and Excel; familiarity with relevant software a plus;
* Self-starter who is well organized;
* The ability to walk property trails and perform basic land management activities;
* Must be able to commute by automobile to work and the WLT properties.

**Work Environment**

The WLT maintains offices at the Carl A. Schwarz Memorial Park in Hempfield Township. Expectations are that the majority of work time will be spent in the WLT’s offices. However, additional properties are located in Greensburg, North Huntingdon Township and Unity Township. The Operations Assistant must become familiar with and assist with land management activities at the sites which will entail periodic visits to each of the sites.

**Compensation**

The salary for the fulltime position will be between $40,000 and $50,000 per year based on individual's background and experience. Part time compensation will be at a similar rate, but total compensation will be based on the time worked. WLT provides for flexible schedules that support the individual employees' outside needs.

Both vacation and sick leave will be provided.

An annual review of the employee's performance will be conducted.

WLT provides the opportunity for attendance at conferences and meetings to enhance an individual’s skills and knowledge.

**How to Apply**

The WLT Operations Assistant position can be applied for on **indeed.com.**