



Job Title: Administrative Assistant
Employer: The WILD Foundation; Boulder, CO
Job Status: Part time, 20 hours per week.
Pay Rate: Hourly, based on experience
Reports to: Communications Manager
Application Deadline: Open until filled
Application Process: **To apply, submit a cover letter together with a resume by mail or email to:**
The WILD Foundation
Attn: Melanie Hill
717 Poplar Ave.
Boulder, CO 80304
Melanie@wild.org

WILD Mission and History:

As the heart of the global wilderness conservation movement, WILD is the only international organization dedicated entirely to protecting wilderness around the world. Our vision is to protect at least half of the planet, land and water, in an interconnected way because wild-areas provide essential social, spiritual, biological and economic benefits – Nature Needs Half™. We envision a planet with abundant wildlife and wild places, which produces ample clean water, fresh air and natural resources that support all life. We believe that intact wilderness areas are an essential core element of a healthy modern human society.

Expectation for All Staff:

Support the WILD mission and exhibit a commitment to:

- Work collaboratively, with integrity and respect for fellow employees, associates, and our communities
- Embrace personal responsibility and accountability for your role at WILD.

Position Purpose:

The Admin Assistant is responsible for assisting WILD staffing with a wide range of fundraising, administration, communications and outreach efforts.

Principal Responsibilities:

- General office help such as answering the telephone, organizing paperwork and files, making copies and faxing files, assisting the staff where needed
- Assisting with database management (donation tracking), mailings (domestic & international), registrations for special events
- Managing WILD's online store, processing credit cards & mailing items
- Tabling at outreach events
- Managing International Journal of Wilderness subscription mailings 3 times a year
- Assisting the WILD staff at special events & Board Meetings

**Desired Skills and Abilities:**

- Excellent written and oral communication skills.
- Expertise with social media.
- Organized individual able to work independently.
- Project management/event management skills.
- Proven ability to conduct research and utilize databases.
- Ability to work on several different projects concurrently and meet deadlines on time.
- Proficient with MS Office suite (Word, Excel, Access and Outlook), web based research tools, and fundraising software.
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally

Job Interrelationships:

- WILD Staff and Associates
- WILD Supporters
- Volunteers and Interns
- General Public
- Guest Speakers and Community Partners

Desired Behavioral Traits and Attitudes:

- Team player, fun, outgoing, passionate, organized, creative, resourceful, critical thinker, results-oriented, and self motivated.
- Strong interest in and/or with some experience with international studies, conservation and ecology.
- Passionate about WILD's mission and environmentally concerned and aware.

Minimum Qualifications:

- Must be 18 or older
- Preference for those with or working on a Bachelor's degree Environmental Studies, Biology, International Studies, or related field
- Preference for those with Spanish language skills
- Minorities encouraged to apply