

The Great Barrington Land Conservancy seeks a part time administrative assistant.

GBLC is Great Barrington's hometown land conservancy and has been instrumental in land conservation and trail development.

The administrative assistant is responsible for:

Maintaining GBLC's databases in Little Green Light, Google Office, including Google Docs, Sheets and Calendar.

Writing and posting materials on social media: GBLC Facebook page, GBLC website (Drupal platform), community calendars, Mail Chimp.

Writing and editing letters, development materials.

Taking minutes at Board meetings, maintaining Board minutes and resolutions.

Requirements: Strong writing and word processing skills. Some general office skills. Familiarity with non-profit outreach and development.

Must be available on a Tuesday, Wednesday or Thursday. Work from home on own computer.

Must be available 8-10 hours weekly.

Contact assistant@gbland.org with interest.