



ADMINISTRATIVE ASSISTANT

Job Location: Tampa, Florida

Salary: Commensurate with experience

Benefits: IRA Retirement Plan, Generous PTO and Holidays, Cell Phone Reimbursement, Flexible Work Schedule, Educational Assistance

Schedule: Full-time general business hours

Timeline: Open until filled

ABOUT WILDLANDS CONSERVATION

Wildlands Conservation is a growing non-profit based in Tampa, Florida, that offers a positive and flexible work environment, and is known for the great care we take with the environment, clients, and employees alike. Founded in 2003, our mission is to conserve and manage wildlands. We are a 501(c)(3) non-profit organization specializing in conservation planning and policy, land management, land protection, research, education, and outreach. We also have a robust internship program for college undergraduates. Wildlands is dedicated to protecting natural lands for wildlife, people, and future generations.

Wildlands Conservation offers a salary commensurate with experience, benefits, flexible working hours and autonomy, and opportunities for on the job training. Wildlands is committed to high employee satisfaction as our team is supportive, encouraging, passionate, and hard-working. Our employees care about the work they do and create a positive and fun work environment conducive to growth and development.

JOB DESCRIPTION

The Administrative Assistant will be responsible for providing administrative and office support for the entire Wildlands team. This is an ideal opportunity for an experienced office administrator seeking a rewarding work environment. The Administrative Assistant will be an integral part of the team. They will often be the first point of contact for incoming communications to Wildlands and, as such, have the opportunity to amplify Wildlands' relationships, communications, organization, and overall mission.

RESPONSIBILITIES

- Represent Wildlands Conservation in managing external phone and email communications;
- Maintain organizational management of data, file systems, and Google Workspace software;
- Schedule and attend meetings, take minutes, capture priority items, and support with follow-up;
- Provide quality customer service and support relationships with partner organizations, participants, board members, interns, and more;
- Use QuickBooks to manage bookkeeping, including invoices and bill payments;
- Oversee Payroll, employee timesheets, and health plan administration;



- Accept deliveries, check mail box, and distribute mail as needed;
- Order office supplies and maintain office equipment such as printers and computers;
- Provide administrative support for Gopher Tortoise Authorized Agent training courses;
- Make travel arrangements for the team as requested;
- Assist with land trust activities
- Maintain records, including but not limited to memberships, insurance renewals and certificates, and vehicle service records;
- Research fundraising and grant opportunities;
- Manage social media platforms and assist with brainstorming and designing media;
- Assist with fieldwork occasionally, if interested.

QUALIFICATIONS

- Education or work experience sufficient to perform the responsibilities of the position;
- Experienced in office administration, billing, and QuickBooks;
- Well-versed in Microsoft Office and Google Workspace software;
- Excellent time management skills, detail-oriented, and organized;
- High-quality customer service skills;
- Willing to “wear multiple hats” and assist the team with various needs;
- Basic information technology and printer troubleshooting experience;
- Notary or willing to be trained as a notary (preferred);
- Website and social media management experience (preferred).

LOCATION

Wildlands Conservation is based in Tampa, Florida. This is a great place to live as it has enjoyable weather, access to the beach and other natural areas, professional sports teams, diverse shopping and eateries, and more.

HOW TO APPLY

We would love to have you apply for the position! Email your resume and cover letter to info@wildlandsconservation.org.