



Title: Administrative Assistant
Reports to: COO
Hours: 30 hours/week, in-office
Salary: \$32-34,000 commensurate with experience, includes benefits; this position offers opportunities for advancement.

Diversity, Equity and Inclusion are important priorities of The Trail Foundation, and we encourage individuals of diverse backgrounds to apply.

The mission of The Trail Foundation is to protect, enhance and connect the Butler Trail at Lady Bird Lake *for the benefit of all.*

The Administrative Assistant is responsible for supporting administrative tasks for TTF department heads and managing the basic ongoing needs of the office. The office is currently located at 515 Congress Avenue, Ste. 1900, Austin, Texas 78701.

Qualifications

- Understanding of Google drive and programs
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel)
- Ability to make independent decisions on a daily basis, addressing the best way to handle specific tasks and challenges
- Skilled in organization and prioritization - know how to keep yourself and others organized and how to determine which tasks are the most important in a given list
- Positive attitude and ability to be the “front desk face” of the organization
- Bilingual candidates preferred

Responsibilities

- Retrieving mail from the PO Box three times a week
- Scanning incoming donations, distributing to the Development team, and creating electronic recordkeeping according to internal procedures and policies
- Depositing donations into the bank
- Preparing invoices as necessary
- Distributing weekly donor acknowledgement letters, membership swag and merchandise fulfillment
- Managing inventory of office supplies and maintaining necessary items
 - Working with the Development team to manage swag and marketing material inventory through TTF database
- Daily review of general TTF emails and reassignment to appropriate staff members when needed
 - Maintain regular communication responses
- Supporting annual audit coordination as needed
- Update and maintain internal administrative policies and procedures as needed
- Assist COO and Controller in maintenance of back office systems including, but not limited to financial systems and donor database
- Schedule and coordinate staff and other meetings
- Write and edit documents from letters to reports and press releases
- Create and maintain filing systems, both electronic and physical



Application Process

- Applications should be sent to: resumes@thetrailfoundation.org
- Include a cover letter and resume
- Please do not contact staff directly, no phone calls