



## Western Reserve Land Conservancy

land • people • community

### JOB POSTING

#### URBAN PROGRAMS ADMINISTRATOR

Western Reserve Land Conservancy has an immediate opening for an Urban Programs Administrator. The position reports to the Senior Vice President and Director of Thriving Communities and will be located at our Thriving Communities office in Cleveland, Ohio.

This is a full-time position with a salary range of \$40,000 to \$50,000 annually, and the position is eligible for benefits.

#### BACKGROUND

Western Reserve Land Conservancy provides people with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are a non-profit organization, the largest land conservancy in Ohio and nationally accredited by the Land Trust Alliance. Serving an area of 20 counties from the Pennsylvania line to the Sandusky Bay, the Land Conservancy has permanently conserved more acreage than Cleveland Metroparks and the Cuyahoga Valley National Park combined. We work with private and public landowners, farming families, neighborhood development corporations, corporations, county park systems, local residents and many more to help create communities nourished by vibrant natural lands, working farms and healthy cities. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks statewide to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants, and philanthropic gifts from individuals, foundations and corporations.

#### POSITION SUMMARY

Reporting to the Senior Vice President and Director of Thriving Communities (SVP), the Urban Programs Administrator (Administrator) is responsible for providing administrative assistance, coordination and support for the various program areas of Thriving Communities (TC). These include Reforest Our City, urban project initiatives and vacant land redevelopment. The Administrator will also provide administrative support to the SVP, as well as other TC staff as directed, and perform other duties as requested. The Administrator creates a variety of documents and reports, assembles and maintains organized working files, and may take minutes in meetings as requested. In addition, the Administrator is responsible for scheduling, coordination, and communication among a variety of staff and external parties.

#### KEY AREAS OF RESPONSIBILITY

##### Administrative Support

- Provide administrative support for the SVP, including proofing, editing and collating a variety of material, plus photocopying and taking meeting minutes as requested. Support also includes detailed calendar management, expense report management, coordinating travel, and related

activities. Occasionally, limited administrative support may also be extended to additional members of the TC Leadership Team and/or other TC staff.

- Schedule internal and external meetings and ensure that all deadlines are communicated and met.
- Coordinate SVP's meetings, including attendee management, materials preparation, room set-up, minutes, and follow up correspondence.
- As requested, assist with and/or coordinate special projects (utilizing internal and external resources), staff training and other general office tasks as needed or assigned.
- Maintain an accurate and organized filing system for executive materials.

#### Thriving Communities Staff Support

- Assist the TC Leadership Team with scheduling and coordinating numerous internal and external meetings.
- Assist TC staff with preparing and submitting quarterly reports for Western Reserve Land Conservancy Board meetings.
- Take minutes during TC staff meetings as well as other internal or external meetings as requested.
- Schedule internal and external meetings for TC staff when needed.
- Create a variety of documents, from dictation or written copy, ensuring information is proofed, complete, and accurate. Documents may include correspondence, memoranda, reports, and presentations as needed by the SVP or other TC staff members.
- Ensure invoices are submitted for payment on time.
- Submit timely billing for funding grants that have been awarded to TC.
- Collaborate with other staff when needed in assembling materials for training sessions or other off-site meetings.
- Assist with preparation of PowerPoint presentations, spreadsheets and documents as requested.
- Coordinate as needed with office building management on lease, security and other matters.
- Ensure office supplies are maintained at appropriate levels.
- Order supplies and materials for off-site meetings and training sessions.
- Ensure office copier and other equipment remains in good working order.

#### Reforest Our City

- Issue and track project request form and supplies request form.
- Order tree planting supplies and materials and track their delivery.
- Update and maintain tree planting database.
- Maintain Reforest Our City files as requested.
- Provide administrative support to Cleveland Tree Coalition.

#### Urban Projects Initiatives and Vacant Land Redevelopment

- Provide administrative support to the Urban Projects team.
  - This includes but is not limited to Euclid Beach Mobile Home Community and all NEORSRD projects.
- Provide administrative support to Ground Works program.
- Assist with preparation of reports to Cleveland City Council.
- Provide coordination as needed with City of Cleveland and Cuyahoga County Land Banks, as well as governmental agencies.

### Culture, Communication, and Continuous Improvement

- Along with all staff members, the Administrator is responsible for contributing to a positive organizational culture by providing strong communications, living the Land Conservancy values, and demonstrating a willingness to collaborate, learn, and develop. The Administrator is also responsible for providing services to internal and external parties in a manner that is professional, collaborative, timely, and of high quality.

### **EDUCATION, EXPERIENCE AND CAPABILITIES**

- Demonstrated passion for the Land Conservancy's work to provide the people of our region with essential natural assets through conservation of vibrant natural areas, and creation of healthier urban environments.
- Proven work experience as an Executive Assistant, Administrative Assistant or similar role.
- Demonstrated ability to handle confidential and sensitive information with utmost discretion.
- Excellent written and verbal communication skills.
- Strong collaboration and relationship-building skills.
- Capable of prioritizing and handling a variety of assignments simultaneously in a fast-paced environment.
- Ability to relate to a diverse range of people and exercise cultural competence and inclusion.
- Must be adaptable and flexible when confronted with challenges and change.
- Able to handle obstacles with a problem-solving attitude and approach.
- Able to work independently and as part of a team emphasizing teamwork, collegiality, respect, and excellence.
- Proficiency in Microsoft Office products such as Word, Excel, Power Point and Outlook.
- Bachelor's degree preferred but not required.
- Must be willing to work evenings or weekends as needed.

### **APPLICATION PROCESS**

Interested individuals should send a resume and cover letter to Bob Kissling, Vice President of Human Resources, at [rkissling@wrlandconservancy.org](mailto:rkissling@wrlandconservancy.org).

*Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. All qualified candidates will receive consideration for employment and not be discriminated against based on race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran's status, or other legally protected classification in the State of Ohio.*